

INTRODUCTION TO JOINT FEDERAL TRAVEL REGULATIONS, VOLUME 1 (JFTR) UNIFORMED SERVICE MEMBERS

FOREWORD

The Per Diem, Travel and Transportation Allowance Committee (PDTATAC) publishes these regulations. The Committee is chartered under the Department of Defense (DOD). Its members are a Deputy Assistant Secretary from each of the military departments and the Director of the National Oceanic and Atmospheric Administration Corps (NOAA), the Commandant of the Coast Guard (USCG), and the Surgeon General of the Public Health Service (USPHS). The Committee Chairman is the Assistant Deputy Under Secretary of Defense (Military Personnel Policy (MPP)).

PURPOSE AND AUTHORITY

This Volume's regulations pertain to per diem, travel and transportation allowances, relocation allowances, and certain other allowances of Uniformed Service Active Duty and Reserve Component members.

When necessary, a Uniformed Service may supplement these regulations with administrative regulations (see par. U1010), but may not prescribe allowances that differ in amount or type from those authorized by these regulations, unless specifically permitted. DOD administrative regulations that implement these regulations must be submitted to PDTATAC for review and approval before implementation. See 37 USC §1001 and DOD Directive 5154.29.

If there is a headquarters dispersal, each Committee member has authority to prescribe the allowances in these regulations. Each Committee member may issue necessary regulations prescribing travel, transportation, and station allowances/OHA/FSH/CONUS COLA applicable to that Service (or those Services in the case of the Department of the Navy) until the headquarters activities again are centralized. At that time, the Committee is again vested with the regulation-issuing authority.

The JFTR is issued under the following authorities:

1. The United States Code, primarily sections found in title 37 (especially those sections concerning travel and transportation allowances in chapter 7) and title 10;
2. DOD directives, such as DODD 1315.7, 1327.5, and 5154.29, and DOD instructions such as 1315.18, 1327.6; and
3. Executive Orders and decisions of the U.S. Comptroller General (CG), Defense Office of Hearings and Appeals (DOHA), and the OSD General Counsel (OSDGC).

*TRAVEL VOUCHER SETTLEMENT APPEAL AND ADVANCE DECISIONS

Under 31 USC §3702, the Secretary of Defense settles claims involving Uniformed Service members' pay, allowances, travel, transportation, retired pay, and survivor benefits (including those of non-DOD uniformed members). The Secretary of Defense also may issue an advance decision with respect to the same subject areas. The Secretary of Defense has delegated claims settlement appeal authority to the Defense Office of Hearings and Appeals (DOHA).

***VOUCHER SETTLEMENT APPEAL**

A member appealing a travel voucher settlement must submit the appeal via the local servicing finance office (i.e., the office that made the payment) IAW guidance provided by that Service and IAW detailed procedures set forth in DODI 1340.21, effective 12 May 2004. <http://www.dtic.mil/whs/directives/corres/pdf/134021p.pdf>. It is the member's responsibility to properly submit the travel voucher.

DOHA is the final appeal authority. A member must first submit the appeal via the proper Service address or the direction below. An appeal sent directly to DOHA is not properly submitted.

1. Army/Air Force/Marine Corps: DFAS-IN/JJFT, 8899 East 56th Street, Indianapolis, IN 46249-3700
2. Navy: DFAS-PTCA/CO, PO Box 182317, Columbus, Ohio 43218-2317
3. Coast Guard: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001
4. NOAA Corps: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333
5. U.S. Public Health Service: Submit to proper Operating Division IAW guidance provided by Service agreement.

The address for DOHA is: Defense Office of Hearings and Appeals (DOHA), Claims Division, PO Box 3656, Arlington, VA 22203-1995.

***APPEAL PROCESS**

An accountable/disbursing officer desiring an advance decision on an issue involving the interpretation of the JFTR must forward that request through appropriate command channels. See Feedback Reporting in this Introduction.

A disbursing/certifying official, or the Head of a Component may request an advance decision on a question involving a payment the disbursing official or Head of the Component has been requested to make; or a voucher presented to a certifying official for certification. The request must be sent through the General Counsel (GC) of the Component concerned to the GC DOD. See DODI 134 0.21, effective 12 May 2004. A copy of the request should be sent to the Director, PDTATAC.

Throughout the JFTR, Comptroller General (Comp. Gen.) Decisions from the Government Accountability Office (GAO – formerly the General Accounting Office), decisions from the Department of Defense Office of Hearings and Appeals (DOHA), and occasionally decisions from the General Services Administration Board of Contract Appeals (GSBCA) or Civilian Board of Contract Appeals (CBCA) are referenced. Decisions appearing in the published annual GAO volumes are cited by volume, page number, and date, e.g., 71 Comp. Gen. 530 (1992). Decisions of the Comptroller General that do not appear in the published volumes are cited by the appropriate file number and date, e.g., B-248928, 30 September 1992. DOHA decisions on their website are listed by category, type, year, and case number, e.g., Claims Program, Military Personnel Redacted Decisions, 1999, DOHA Case Number 99030812. In JFTR, these decisions are cited by DOHA claims case number and date, e.g., (DOHA Claims Case No. 97091101, 5 May 1998). GSBCA and CBCA decisions are cited using a GSBCA or CBCA number and date.

For DOHA information/decisions visit their website at: <http://www.defenselink.mil/dodgc/doha/>.
For GSBCA decisions visit their website at: <http://www.gsbca.gsa.gov/>.
For CBCA decisions visit their website at: <http://www.cbca.gsa.gov/>.

PARAGRAPH NUMBERING SYSTEM

The paragraph numbering system of the JFTR is coordinated with that of the Joint Travel Regulations (JTR). The volume letter "U," precedes a 4- or 5-digit paragraph number (the first or first two digits indicating the chapter number) and subparagraph designators, as shown in the following breakdown.

NOTE: Not all paragraph numbers are in consecutive numerical sequence (e.g., U1010, U1011, U1012); numbers may be skipped (e.g., U5305, U5310, U5315) so that new paragraphs can be added without changing the numbers of existing paragraphs.

Paragraph: U5310-B2a(1)(a)

Volume 1
Chapter 5
Paragraph 310
Subparagraphs

References and citations to the JFTR should be in the following format:

JFTR, par. U5310
JFTR, par. U5310-A
JFTR, par. U5310-A1
JFTR, par. U5310-A1a
JFTR, par. U5310-A1a(1)(a)
JFTR, pars. U5310-U5350

Paragraphs and subparagraphs may contain itemizations. Reference to a specific item should be in the following format:

JFTR, par. U5310-A2
JFTR, par. U5310-B4a

The most specific unit of reference should be used.

CHANGES

DOD Uniformed Travel Determinations (UTDs) initiate changes to the JFTR. A UTD is effective on its indicated date. A UTD may be effective on the date published in the JFTR, on the date of signature by the PDTATAC Chair, on a date after the last signature mutually agreed upon by the Services, or, if permitted or required by law, some other date. When an effective date is earlier than the date assigned to the published change page, changes reflect the specific effective date.

Published JFTR changes are numbered consecutively and ordinarily are issued monthly. They contain the text and rate changes directed in determinations. The determinations memoranda included in a published change are shown on the cover sheet of the published change.

New or revised provisions appearing on a change page are indicated by a * symbol placed next to the new or revised portion.

Per diem Bulletins, published in the Federal Register, change the non-foreign OCONUS per diem rates contained in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

FEEDBACK REPORTING

Recommendations for JFTR changes should contain an explanation of, and rationale for, the proposed change. When the proposal relates to an actual situation, the details should be included. Submit feedback reports concerning inadequate per diem rates IAW par. U4179.

Suggestions that would improve this Volume are encouraged. Route them as follows:

1. Army - Through appropriate command channels to: HQDA (DAPE-PRR-C), 300 Army Pentagon, Washington, DC 20310-0300;
2. Navy - Through appropriate command channels to: Deputy Chief of Naval Operations (M&P); Washington Staff/Chief of Naval Personnel (N130E), 2000 Navy Pentagon, Washington, DC 20350-2000;
3. Marine Corps - Through appropriate command channels to: Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103;
4. Air Force - Through appropriate command channels to: HQ USAF/A1SF, 201 12 Street, Suite 411D, Arlington, VA 22202-5406;
5. Coast Guard - Directly to: Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001;
6. NOAA Corps - Directly to: Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333;
7. U.S. Public Health Service - Directly to: Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061; or
8. Office of the Secretary of Defense and other DOD Components - Directly to: Per Diem, Travel and Transportation Allowance Committee, Hoffman Building 1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

HOW TO GET THE JFTR

JFTR material may be downloaded and printed from the following website:

<http://perdiem.hqda.pentagon.mil/perdiem/trvlregs.html>.

.JOINT FEDERAL TRAVEL REGULATIONS**VOLUME 1****CHANGE 254**

Alexandria, VA

1 February 2008

These regulation changes are issued for all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 February 2008 unless otherwise indicated.

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This change includes all material written in the following MAP items: 83-07, 91-07(E), 92-07(E), 99-07(E), 106-07(E), 108-07(E), 110-07(E), 113-07(E), 114-07(E), 118-07(I), 121-07(E), 122-07(I), 124-07(I), 125-07(I), 126-07(I), and 129-07(I).

Insert the attached pages and remove the corresponding pages.

Remove page CL-v.

Remove and replace the following: JFTR Intro, Ch 7-Part H1, Ch 9-Part B, App G, and App Q,

This cover page replaces the Change 253 cover page.

BRIEF OF REVISION

These are the major changes made by Change 254:

JFTR, Intro: Clarifies the member and Services' responsibility regarding the voucher settlement appeal process within the JFTR.

U3305-A3. Clarifies that a TDY traveler who picks up and drops off passengers at their homes when traveling by POC may be authorized the extra mileage.

U3415-B1c & B2. Changes contact and other reference information to reflect the transfer of responsibility from SDDC to DTMO.

U4102-E. Deletes language indicating that a member is not authorized per diem for TDY performed within the local area (outside the limits) of the PDS unless *commercial* overnight lodging is required

U4179. Clarifies procedures for review of per diem rates.

U4220. Removes note from permitting authorizing/order issuing officials to authorize/approve AEA on a blanket basis up to 300% for members assigned TDY in locations affected by hurricane Katrina in the states of Alabama, Louisiana, and Mississippi.

U5012-C. Change cross reference from C8050 to C5154-J.

U7001. Reflects changes made by 2008 Government Meal Rates.

U7175. Updates the Muster Duty Allowance rate effective 1 January 2008.

U7200-C1c, examples 3 & 4. Modifies JFTR to show per diem authorized for dependent commercial transportation.

U9115 & U9125. Increases the Reduced COLA rate paid when both Government quarters and meals are available from 47% incrementally to 63% from FY 2010 to FY 2012.

U10402-B4. Changes “effective the date the Service prescribes” to “the home port change effective date prescribed by the Service” to match the language in the rest of the JFTR.

U10418-A. Allows a BAH rate for a member without dependents who is missing and whose PDS and HOR are both in an OHA area.

App A1, (GOVERNMENT MEAL RATE). Reflects changes made by 2008 Government Meal Rates.

App G. Clarifies that additional fees for curbside baggage check-in are not authorized.

App O, T4030-C. Changes contact and other reference information to reflect the transfer of responsibility from SDDC to DTMO.

App O, T4030-E. Clarifies that a TDY traveler who picks up and drops off passengers at their homes when traveling by POC may be authorized the extra mileage.

App Q. Establishes tour lengths for Astana and Kabul, Afghanistan; and Port au Prince, Haiti.

JOINT FEDERAL TRAVEL REGULATIONS

VOLUME 1

Following is a list of sheets in force in Joint Federal Travel Regulations, Volume 1, that are effective after the sheets of this Change have been inserted. This list is to be used to verify the accuracy of the Volume. Single sheets or entire monthly changes are available from the PDTATAC website.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
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254	CL-i	252	U3E-3	252	U5-v	252	U5D-11	241	U5G-9
254	CL-iii	246	U3F-1	252	U5-vii	252	U5D-13	227	U5G-11
254	Intro-i	246	U3F-3	252	U5-ix	252	U5D-15	252	U5H-1
254	Intro-iii	246	U3F-5	252	U5-xi	252	U5D-17	252	U5H-3
247	TOC-i	225	U3G-1	252	U5-xiii	252	U5D-19	252	U5H-5
247	TOC-iii	253	U4-i	252	U5-xv	252	U5D-21	252	U5H-7
247	TOC-v	254	U4-iii	254	U5A-1	252	U5D-23	250	U5I-1
252	U1-i	252	U4-v	252	U5A-3	252	U5D-25	252	U5J-1
252	U1A-1	233	U4A-1	252	U5A-5	252	U5D-27	252	U5J-3
252	U1A-3	254	U4B-1	252	U5B-1	252	U5D-29	252	U5J-5
252	U1A-5	252	U4B-3	252	U5B-3	252	U5D-31	252	U5J-7
193	U1B-1	252	U4B-5	252	U5B-5	252	U5D-33	252	U5J-9
245	U1C-1	252	U4B-7	252	U5B-7	252	U5D-35	252	U5J-11
239	U1C-3	252	U4B-9	252	U5B-9	252	U5D-37	252	U6-i
235	U1D-1	252	U4B-11	252	U5B-11	252	U5D-39	252	U6-iii
252	U2-i	252	U4B-13	252	U5B-13	252	U5D-41	252	U6A-1
252	U2A-1	252	U4B-15	252	U5B-15	252	U5D-43	252	U6A-3
252	U2A-3	252	U4B-17	252	U5B-17	252	U5D-45	252	U6A-5
252	U2A-5	252	U4B-19	252	U5B-19	252	U5D-47	252	U6A-7
252	U2B-1	254	U4B-21	252	U5C-1	252	U5D-49	252	U6A-9
252	U2B-3	254	U4B-23	252	U5C-3	252	U5D-51	252	U6A-11
232	U2C-1	254	U4B-25	252	U5C-5	252	U5D-53	252	U6A-13
232	U2C-3	254	U4B-27	252	U5C-7	252	U5D-55	252	U6A-15
250	U2D-1	254	U4C-1	252	U5C-9	252	U5E1-1	252	U6A-17
176	U2E-1	231	U4C-3	252	U5C-11	252	U5E1-3	252	U6A-19
246	U2F-1	231	U4C-5	252	U5C-13	252	U5E1-5	252	U6A-21
239	U2G-1	250	U4C-7	252	U5C-15	252	U5E1-7	252	U6A-23
252	U2H-1	250	U4C-9	252	U5C-17	252	U5E1-9	252	U6B-1
252	U3-i	194	U4C-11	252	U5C-19	252	U5E1-11	252	U6B-3
252	U3-iii	253	U4D-1	252	U5C-21	252	U5E1-13	252	U6B-5
214	U3A-1	253	U4D-3	252	U5C-23	244	U5E2-1	252	U6B-7
248	U3A-3	253	U4D-5	252	U5C-25	244	U5E2-3	252	U6B-9
252	U3B-1	193	U4E-1	252	U5C-27	244	U5E2-5	252	U6B-11
252	U3B-3	235	U4F-1	252	U5C-29	244	U5E2-7	252	U6B-13
252	U3B-5	225	U4G-1	252	U5C-31	240	U5F-1	252	U6B-15
252	U3B-7	232	U4H-1	252	U5C-33	240	U5F-3	252	U6B-17
252	U3B-9	230	U4H-3	252	U5C-35	240	U5F-5	252	U6B-19
252	U3B-11	232	U4H-5	252	U5C-37	240	U5F-7	252	U6B-21
252	U3B-13	219	U4H-7	252	U5C-39	232	U5F-9	252	U6B-23
252	U3B-15	232	U4H-9	252	U5C-41	232	U5F-11	252	U7-i
232	U3C-1	214	U4I-1	252	U5D-1	235	U5F-13	252	U7-iii
254	U3D-1	214	U4I-3	252	U5D-3	232	U5G-1	252	U7-v
244	U3D-3	202	U4J-1	252	U5D-5	250	U5G-3	252	U7-vii
244	U3D-5	252	U5-i	252	U5D-7	250	U5G-5	254	U7A-1

242	U7B-1	234	U9A-1	251	U10E-27	214	H4C-1	239	R1-3
189	U7C-1	254	U9B-1	250	U10E-29	214	H4D-1	239	R1-5
243	U7D-1	254	U9B-3	254	U10E-31	214	H4E-1	250	R2-1
242	U7E-1	254	U9B-5	250	U10E-33	214	H4F-1	250	R2-3
242	U7F1-1	252	U9C-1	250	U10E-35	176	I-1	239	R2-5
242	U7F1-3	252	U9C-3	250	U10E-37	226	J-i	252	S-1
157	U7F2-1	252	U9C-5	250	U10E-39	226	J1-1	249	S-3
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227	U7G-1	252	U9C-9	250	U10E-43	236	J2-1	216	T-1
246	U7G-3	252	U9C-11	250	U10E-45	226	J3-1	216	T-3
245	U7G-5	252	U9C-13	252	A1-1	226	K-i	253	U-1
245	U7G-7	252	U9C-15	252	A1-3	240	K1-1	240	V-1
254	U7G-9	252	U9C-17	252	A1-5	240	K1-3	240	V-3
245	U7G-11	252	U9C-19	252	A1-7	240	K1-5	240	V-5
245	U7G-13	252	U9C-21	252	A1-9	240	K2-1	240	V-7
254	U7H1-1	252	U9D-1	252	A1-11	217	K3-1		
254	U7H1-3	252	U9D-3	254	A1-13	241	K4-1		
254	U7H1-5	252	U10-i	252	A1-15	245	L-i		
254	U7H1-7	252	U10-iii	252	A1-17	245	L-1		
254	U7H1-9	252	U10-v	252	A1-19	250	L-3		
254	U7H1-11	252	U10-vii	252	A1-21	245	L-5		
254	U7H1-13	253	U10A-1	252	A1-23	245	L-7		
232	U7H2-1	253	U10A-3	252	A1-25	236	L-9		
242	U7I-1	253	U10A-5	252	A1-27	229	L-11		
242	U7I-3	253	U10A-7	252	A1-29	226	M-1		
253	U7J-1	253	U10A-9	243	A2-1	217	N-i		
231	U7J-3	253	U10A-11	252	A2-3	249	N1-1		
250	U7K-1	253	U10A-13	221	B-1	249	N1-3		
216	U7L-1	253	U10A-15	138	C-1	249	N1-5		
168	U7M-1	253	U10A-17	221	D-1	244	N2-1		
209	U7N-1	240	U10B-1	234	E-i	244	N2-3		
243	U7O-1	241	U10B-3	252	E1-1	253	O-i		
242	U7P-1	240	U10B-5	252	E1-3	252	O-1		
223	U7Q-1	240	U10B-7	246	E1-5	252	O-3		
242	U7R-1	240	U10B-9	245	E2-1	254	O-5		
185	U7S-1	240	U10B-11	245	E2-3	254	O-7		
160	U7T-1	240	U10B-13	234	E3-1	254	O-9		
213	U7U-1	240	U10C-1	217	F-i	252	O-11		
242	U7V-1	241	U10C-3	248	F1-1	254	O-13		
193	U7W-1	241	U10C-5	217	F2-1	252	O-15		
223	U7X-1	241	U10D-1	254	G-1	252	O-17		
250	U7Y-1	241	U10D-3	254	G-3	252	O-19		
237	U7Z1-1	240	U10D-5	254	G-5	252	O-21		
237	U7Z2-1	252	U10E-1	254	G-7	252	O-23		
252	U8-i	248	U10E-3	217	H-i	252	O-25		
250	U8-1	254	U10E-5	252	H1-1	240	P-i		
250	U8-3	249	U10E-7	214	H2A-1	240	P1-1		
250	U8-5	250	U10E-9	252	H2B-1	240	P1-3		
250	U8-7	248	U10E-11	232	H2C-1	230	P2-1		
250	U8-9	250	U10E-13	232	H2C-3	252	P2-3		
250	U8-11	250	U10E-15	252	H3A-1	242	P2-5		
250	U8-13	250	U10E-17	220	H3B-1	254	Q-1		
250	U8-15	250	U10E-19	220	H3B-3	254	Q-3		
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254	U9-i	250	U10E-23	214	H4A-1	239	R-i		
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PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**U3300 TDY BY POC**

A. Policy. Uniformed Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and to the Government's advantage, based on the facts in each case.

B. Authorization/Approval. The AO should authorize/approve POC travel only if it is to the Government's advantage when compared to travel by Government conveyance or commercial carrier, and not solely for member's convenience. POC use may be to the Government's advantage when, for example:

1. Its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. There is no practicable commercial transportation; or
3. Common carrier use would be so time-consuming that it would delay the mission.

POC use cannot be directed

C. Official Distances. See par. U2020.

D. PCS Travel by POC. See Chapter 5, Part B and Chapter 5, Part C.

U3305 POC USE TO THE GOVERNMENT'S ADVANTAGE ON TDY

A. TDY Mileage Plus Per Diem or AEA. Reimbursement of parking fees, ferry fares, road, bridge, and tunnel tolls is authorized for POC travel over the most direct route between the official stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C. See par. U3335 for non-reimbursable expenses when a member is paid TDY mileage.

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or cost portion directly associated with POC use for official travel) is authorized TDY mileage for the ordered official travel distance at a rate per mile for the POC type used. See par. U2600 for applicable TDY mileage rates.

2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not authorized TDY mileage. The passenger is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable official travel time computed under par. U3005-C.

*3. Extra Mileage to Transport Passengers. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the passenger(s) is/are picked up/dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled.

B. Reimbursement for Actual Transportation Costs. A member ordinarily is paid TDY mileage as prescribed in par. U3305-A. However, instead of paying TDY mileage, the AO may authorize/approve reimbursement for actual transportation costs when advantageous under the provisions of par. U3300-B. ***When actual transportation cost reimbursement is authorized, the order should reference par. U3305-B.*** Reimbursement of actual expenses must be limited to the following for the POC type used. Privately-owned:

1. Automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge, and tunnel tolls; winter plug-ins; and 'trip insurance' for travel in foreign countries (see App G, Part I, Item 21);
2. Aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. Boat: fuel, oil, and docking fees.

Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, must not be reimbursed.

NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses ICW using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 USC §3701-3721).

C. Privately-owned Aircraft other than an Airplane. When a privately owned aircraft other than an airplane (e.g., helicopter) is used, the actual operation cost rather than TDY mileage is paid. The following expenses may be reimbursed: fuel; oil; and aircraft parking, landing, and tie-down fees. The following are not reimbursable expenses: charges for repairs, depreciation, replacements, grease, oil change, antifreeze, towage and similar speculative expenses.

D. Travel by Privately Owned Boat. A member who uses a privately owned boat, authorized as being to the Government's advantage, as a POC is authorized actual expense reimbursement. ***A mileage allowance must not be paid.*** These expenses include fuel, oil and docking fees. The member is also authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or Chapter 4, Part C, for the allowable travel time as computed under par. U3005-C.

E. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is authorized the appropriate TDY mileage, plus per diem from par. U3305-A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount reimbursed may not exceed the amount of TDY mileage plus per diem from par. U3305-A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The AO may authorize/approve actual travel cost (mileage plus per diem from par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in documented unusual circumstances.

U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)

A. Limitation

1. When, for personal preference, a POC is used instead of common carrier transportation for official travel, travel reimbursement is computed at the TDY mileage rate in par. U2600 plus constructed per diem. ***NOTE: If a member uses a privately owned aircraft other than airplane or uses a privately owned boat, reimburse the actual transportation costs as described in par. U3305-C or U3305-D, instead of paying TDY mileage and the reimbursable expenses cited in pars. U3310-B1 and U3310-B2 below.***
2. The total allowable payment is limited to the total constructed cost of common carrier transportation including constructed per diem for that transportation method.
3. Par. U3310 does not apply to travel performed under par. U3345 (B-183480, 4 September 1975).

PART E: TRAVEL BY TAXICAB, SPECIAL CONVEYANCE, BUS, STREETCAR, SUBWAY OR OTHER PUBLIC CONVEYANCE

U3400 GENERAL

This Part prescribes the allowable reimbursements for commonly incurred expenses associated with public or special conveyances use during TDY or PCS travel. For non-PCS/TDY transportation expenses incurred in and around duty stations, see Part F.

U3405 MISCELLANEOUS EXPENSES

A member may be reimbursed for miscellaneous transportation-related expenses described in this Part which are incurred for travel between two points that are a separate journey (see par. U3010) when TDY mileage is not payable, even though the member begins or ends in a TDY mileage status during the same calendar day. A member who is paid TDY mileage for the entire journey may not be reimbursed for miscellaneous transportation expenses regardless of the transportation mode.

U3410 TAXICAB/LIMOUSINE SERVICE USE

A. To/from Transportation Terminals. Reimbursement is authorized for taxi/limousine service fares plus tip as follows:

1. Between place of residence, lodging, or place of duty at the PDS or TDY station and the transportation terminal;
2. Between transportation terminals to change conveyance when a free timely transfer is not provided; or
3. From transportation terminal to lodging and return when needed due to en route transportation delays beyond the member's control; and
4. Between a transportation terminal and limousine service terminal.

The member's PDS for the purpose of reimbursement for travel to/from a transportation terminal serving that area includes the place, within a reasonable distance, from which the member commutes daily to/from the place of duty.

B. Between Residence and PDS on the Day Travel Is Performed. Reimbursement is authorized for taxi/limousine fares plus tip from the member's residence to the PDS on the member's departure day on TDY requiring at least one night's lodging, and from the PDS to the residence on the return day from the TDY.

U3415 SPECIAL CONVEYANCE USE

A. General. An AO may authorize/approve a special conveyance when to the Government's advantage. A traveler's personal preference or minor inconvenience must not be the basis for authorizing/approving special conveyance use. When the AO does not authorize/approve special conveyance use, reimbursement is limited to the appropriate TDY POC mileage rate in par. U2600 plus constructed per diem for the official distance NTE the Government's constructed cost. See par. U3310-A.

B. Selecting a Rental Vehicle

1. Defense Transportation Regulation (DTR), (DOD 4500.9-R) Part I, Passenger Movement, Chapter 106, Policy (website address: <http://www.transcom.mil/j5/pt/dtr.html>)

a. *It is mandatory, within DOD and in the NOAA Corps, to obtain rental vehicles through the CTO/TMC, when available. **NOTE:** It is not mandatory to use a CTO/TMC when renting an airplane or bus.*

b. The lowest cost rental service that meets the mission requirements must be selected when selecting commercially rented vehicles.

*c. Use of a company and rental car location participating in the SDDC rental car agreement is encouraged because its Government rate includes full liability and vehicle loss and damage insurance coverage for the traveler and the government. **NOTE:** *To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Agreements in the left-hand column. A vehicle listed in the rental car agreement on the DTMO website is the only vehicle covered under the SDDC rental-car agreement. A vehicle, offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle “in that category”, does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government and should not be rented for official Government travel. Usually, there is at least one company listed that has a vehicle necessary for official Government travel and this company should be used.*

**Example: Rental Car Company A may have a standard SUV to rent listed on the DTMO website. If this type SUV is rented, it is covered under the SDDC rental car agreement and has full liability and vehicle loss and damage insurance coverage for the Government traveler traveling on official Government business. However, Rental Car Company B may not list any SUVs on the DTMO website but may have an SUV to rent at the rental office at which a traveler picks up the vehicle. If the traveler rents an SUV from Rental Car Company B who does not have SUVs listed on the DTMO website as participating vehicle under the SDDC rental car agreement, the SUV is not covered with liability and vehicle loss and damage insurance coverage and should not be rented for official Government travel.*

d. A traveler disregarding rental car arrangements made by a CTO/TMC may be required to provide justification for additional rental car costs before reimbursement is allowed.

e. For policies, instructions, and guidance regarding motor pools and rental of automobiles from commercial rental companies, see DTR, Part I, Chapter 106 and Service regulations.

*2. Defense Travel Management Office (DTMO) Policy (website address: <http://www.defensetravel.dod.mil>)

a. SDDC vehicle rental agreements apply to all DOD components and activities and non-Defense Agencies.

*b. Current domestic and foreign rental car ceiling rates and additional rental vehicle information may be obtained from:

Defense Travel Management Office (DTMO)
Commercial Travel Division
Travel Management Branch
4601 N. Fairfax Drive
Arlington, VA 22203-1500

or via the DTMO website at <http://www.defensetravel.dod.mil>.

3. Reimbursement. When an available CTO/TMC is not used, reimbursement is limited to what it would have cost if a CTO/TMC had made the rental vehicle arrangements.

4. Non-DOD Services. For CTO/TMC use ICW rental cars, see Service Regulations.

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PART B: PER DIEM ALLOWANCE

U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the departure day from and for the return day to the PDS, in which case per diem is computed as prescribed in par. U4147. ***The per diem rate is determined based on the member's TDY location, not the lodging location.*** See par. U4129-G if neither Government nor commercial quarters are available at the TDY location. Per diem rates are prescribed at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

NOTE: When the TDY point or new PDS is a reservation, station, or other established area (including established large reservation subdivisions (e.g., McGuire AFB and Ft. Dix) that falls within two or more corporate city limits (e.g., the districts of Honolulu and any other such as Ewa, Hawai'i) or crosses recognized borders (e.g., Ft. Campbell is in Tennessee and Kentucky)), the per diem rate is the locality rate specifically listed for the reservation, station or other established area. When the location (reservation, station or other established area) is not specifically listed in the per diem tables, the applicable per diem rate is based on the location of the front gate for the reservation, station or other established area. Refer to the U.S. Census Bureau website (<http://quickfacts.census.gov/cgi-bin/qfd/lookup>) which can help determine in which county a destination is located. If the specific location (e.g., city or town) is not listed in the per diem list, but the county is, then the county per diem rate is the rate for that entire county – including all encompassed cities and towns. If neither the city/town nor the county is listed, that area is a Standard CONUS per diem rate location. See <http://perdiem.hqda.pentagon.mil/perdiem/conuspd.html> or par. U2025 for the current Standard CONUS per diem rate.

U4101 WHEN PER DIEM IS AUTHORIZED

Unless otherwise specifically provided for or restricted in JFTR, the per diem prescribed in this Part applies for all TDY periods, and travel in connection therewith, including but not limited to the following:

1. Periods of necessary delay awaiting further transportation,
2. Periods of delay at POEs and PODs ICW a PCS,
3. TDY periods directed in a PCS order,
4. Delays to qualify for reduced travel fares (see par. U4326-E).

U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not authorized per diem for any day before the day during which a travel status begins or for any day after a travel status ends. See par. U2200-C.

B. Day of Leave or Proceed Time. A member is not authorized per diem on any day classified as leave or proceed time. See par. U7225 when on leave during a contingency TDY or par. U7226 when on leave from a TDY site to visit evacuated dependents at a safe haven location.

NOTE: A day used in a constructed PCS mixed-mode travel computation does not make that day a travel day. See par. U5160.

C. When PCS 'MALT-Plus' Per Diem Is Paid. A member is not authorized "Lodgings-Plus" per diem for any day that PCS 'MALT-Plus' per diem is paid.

D. Travel or TDY within PDS Limits. Except as authorized in par. U4105-H, a member is not authorized per diem for travel or TDY performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS ICW TDY away from the PDS. For transportation allowances see

Chapter 3. Par. U4102-D does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the PDS limits by a member escorting arms control inspection team/a member while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DOD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below, per diem is not payable at the old or new PDS for TDY en route ICW PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is authorized per diem at the old PDS (B-161267, 30 August 1967). Example: A member departs the Pentagon (in Arlington, VA) PCS on 15 June, performs TDY en route at Ft. Leavenworth 1 -31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is authorized per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

*E. TDY within the Local Area of the PDS (Outside the PDS Limits). A member is not authorized per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par. U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation allowances, see Chapter 3, par. U3001.

F. Round Trips within 12 Hours. A member is not authorized per diem for TDY that is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. See Chapter 3 for transportation allowances.

G. Members Traveling Together with No/Limited Reimbursement. Members traveling together under an order directing no/limited reimbursement (see par. U4102-O) are not authorized per diem except as noted in par. U4102-P. Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. *A member is not authorized per diem for a navigational and proficiency flight when the flight is authorized at the member's request.*

I. Assigned to Two-crew Nuclear Submarines. A member under a PCS order is not authorized per diem after 2400 on the day the member, assigned to a two-crew nuclear submarine (SSBN), arrives at the ship's home port and no further travel is performed away from the home port under that order (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Ship. A member is not authorized per diem for any TDY period or training duty aboard a Government ship when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. The TDY training duty is unbroken when a member transfers between Government ships at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

K. Aboard Ship Constructed by Commercial Contractor. A member is not authorized per diem for the period aboard a ship constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the arrival day aboard and ends at 2400 on the day before the departure day. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4135.

L. Field Duty. A member on field duty is not authorized per diem except when the:

1. Senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge or Government meals at no charge for an enlisted member (or both), were not available during stated periods of the field duty;
2. Member is participating in the advance planning or critique phase of the operation; or

2. Example 2**EXAMPLE 2****Per Diem, GMR and POC TDY Mileage Computation**

A member is TDY at a U.S. Installation at which Government messing is available for all meals and lodging cost is \$6.00/night. Government mess use is directed and per diem is not paid on 12 July (actual cost computation) while the member is at the PDS. See par. U4102-D. The member returned by POC to the PDS while TDY on the weekend for personal reasons.

The maximum per diem rate is \$109(\$70/ \$39). The GMR (par. U4149-B) is \$9.30 plus \$3.00 CONUS incidental rate for this example.

POC use between the residence and TDY station is to the Government's advantage and is authorized on the travel order for one round trip. See par. U3305-B.

The member is due \$353.75 (constructed cost since it is less than the actual cost for this example).

NOTE: Government mess deductions are not made for arrival and departure days (par. U4147, item 1). The GMR rate used in the example is for illustrative purposes only – see Appendix A, GMR definition for the current Government meal rate.

ITINERARY

Date	Depart	Arrive	POC Mileage
9 July	PDS	TDY Station	185 miles
10 July		At TDY Station	
11 July	TDY Station	PDS	185 miles
12 July		PDS (personal reasons)	
13 July	PDS	TDY Station	185 miles
14-15 July		At TDY Station	
16 July	TDY Station	PDS	185 miles

REIMBURSEMENT (Actual and Constructed Cost Comparison)

9 July	$(\$39 \times 75\%) = \$29.25 + \$6 =$	\$35.25
10 July	$\$9.30 + \$3 + \$6 =$	\$18.30
11 July	$\$39 \times 75\% =$	\$29.25
12 July	Per diem is not payable at the PDS (par. U4102-D)	\$0.00
13 July	$(\$39 \times 75\%) = \$29.25 + \$6 =$	\$35.25
14-15 July	$\$9.30 + \$3 + \$6 = \$18.30/\text{day} \times 2 \text{ days} =$	\$36.60
16 July	$\$39 \times 75\% =$	\$29.25
2 round trips of 370 miles (official distance) $\times 2 = 740 \text{ miles} \times \$0.485/\text{mile} =$		\$358.90
Actual Cost Total		\$542.80
Constructed Cost		
9 July	$(\$39 \times 75\%) = \$29.25 + \$6 =$	\$35.25
10-15 July	$\$9.30 + \$3 + \$6 = \$18.30/\text{days times } 6 \text{ days} =$	\$109.80
16 July	$\$39 \times 75\% =$	\$29.25
1 round trip of 370 miles (official distance) $\times \$0.485/\text{mile} =$		\$179.45
Constructed Cost Total		\$353.75

U4176 TRAVEL TO AN ALTERNATE LOCATION ON NON-DUTY DAYS

A TDY member who travels to a location, other than the PDS or home, for personal reasons on non-duty days (and returns to the TDY location) is not authorized reimbursement for transportation expenses. The member is authorized reimbursement for only per diem-related expenses and any reimbursable miscellaneous expenses that would have been allowable had the member remained at the TDY location. Reimbursement is NTE what would have been paid had the member remained at the TDY location (B-200856, 3 August, 1981; and B-214886, 3 July, 1984).

Example 1: Member TDY from Location A to Location B (with a maximum per diem rate of \$173 (\$122/ \$51)) drives to Location C on Friday night and returns to Location B Sunday night. The member checks out of the Location B hotel (which cost \$120/night plus a separate reimbursable amount for the 12% tax (\$14.40)) on Friday and stays in a Location C hotel Friday and Saturday nights. The member pays \$145 plus a 13% tax (\$18.85) per night for Location C lodging for Friday and Saturday. Even though the maximum per diem rate in Location C is \$196 (\$149/ \$47), the member is limited to \$122/night for lodging (and lodging taxes on \$122 - 12% of \$122 (\$14.64)) and to \$51/day for M&IE on Friday and Saturday. This is because the maximum per diem rate for Location B is \$173 (\$122/ \$51) and the member is being paid per diem that would have been paid (max \$122 for lodging + \$51 for M&IE) had the member remained in Location B. The member's lodging tax in Location C each night is reimbursed but limited to \$14.64 per night (12% of \$122). The member is reimbursed up to \$29.28 for lodging tax while in Location C. ***The member is not authorized any TDY mileage for driving between Locations B and C.***

Example 2: Member TDY from Location X to Base Y (with a maximum per diem rate of \$161 (\$110/ \$51)) where the member is staying on the installation for \$20/night with no taxes and is being paid the \$31 proportional meal rate (PMR) based on the order content that indicates Government quarters and the PMR is directed. The member drives to Location Z on Friday night and returns to Base Y Sunday night. The member checks out of the Base Y quarters on Friday and stays in a Location Z hotel Friday and Saturday nights. The member pays \$75 and 12% lodging tax (\$9.00) for Location Z lodging each night on Friday and Saturday. Even though the Location Z per diem rate is \$122 (\$79/ \$43), the member is limited to \$20/night for lodging, no reimbursement of Location Z lodging taxes, and is paid \$31/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (\$20 for lodging + \$31 for M&IE) that would have been paid had the member remained in Base Y and limited to the Government quarters cost and PMR since they were directed in the order. ***The member is not authorized any TDY mileage for driving between Locations Y and Z.***

Example 3: Member TDY from Location D to Location E (with a per diem rate of \$161 (\$110/ \$51)), where the traveler is staying with friends and incurring no lodging costs. The member drives to Location F on Friday night and returns to Location E Sunday night. The member stays in a Location F hotel Friday and Saturday nights and pays \$75 and 12% lodging tax (\$9.00) for Location F lodging each night. Even though the Location F per diem rate is \$113 (\$70/ \$43), the member is paid \$75/night for lodging, and reimbursement of Location F lodging taxes (\$18 for both nights), and is paid \$51/day for M&IE on Friday and Saturday. This is because the member is being paid per diem (up to \$110 for lodging + \$51 for M&IE) that would have been paid had the member remained in Location E. The fact that the member was staying with friends has no effect on the traveler's per diem on days when not staying with friends. ***The member is not authorized any TDY mileage for driving between Locations E and F.***

U4177 NO PER DIEM OR RATES OF PER DIEM IN LESSER AMOUNTS THAN THOSE PRESCRIBED IN <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>

The Secretary Concerned may authorize per diem rates in lesser amounts (to zero) than those prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> when the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular Service. Also see par. U4105-D. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the Service concerned or to a commander of an appropriate naval systems command headquarters, but may not be re-delegated. ***In the absence of such an authorization, a travel order prescribing a per diem rate different from a rate prescribed in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is without effect and the locality rate in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is used.*** Calculation of a reduced per diem rate should incorporate an amount for clothes laundry/dry-cleaning/pressing if the travel is OCONUS or for less than 7 days in CONUS.

U4179 PER DIEM RATE REVIEW

*A. General. When a member, command or AO thinks that the lodging and/or meal expenses for an area are inconsistent with the prescribed per diem rate, a letter identifying the location and nature of the problem should be sent to the appropriate activity listed in par. U4179-B via (1) the appropriate command channels and (2) via the applicable department/office listed below:

- *1. Army - Army Military Advisory Panel Member, HQDA, Deputy Chief of Staff G-1, Attn: DAPE-PRC, 300 Army Pentagon, Washington, DC 20310-0300.
- *2. Navy - Navy Military Advisory Panel Member, Chief of Naval Operations (N130E), 2 Navy Annex, Washington, DC 20370-2000.
- *3. Marine Corps - Marine Corps Military Advisory Panel Member, Headquarters U.S. Marine Corps, Manpower and Reserve Affairs (MPO), 3280 Russell Road, Quantico, VA 22134-5103.
- *4. Air Force - Air Force Military Advisory Panel Member, HQ USAF/A1SF, 201 12 Street Suite 411D, Arlington, VA 22202-5406.
- *5. Coast Guard - Commandant (CG-1222), U.S. Coast Guard, 2100 2nd Street, SW, Washington, DC 20593-0001.
- *6. NOAA Corps - Director, Commissioned Personnel Center, NOAA Corps (Attn: Military Advisory Panel Member), PDTATAC (CPC1), 8403 Colesville Road, Suite 500, Silver Spring, MD 20910-6333.
- *7. U.S. Public Health Service - Office of Commissioned Corps Force Management, (Attn: PDTATAC MAP Member), 1101 Wootton Parkway, Plaza Level, Suite 100, Rockville, MD 20852-1061.
- *8. Office of the Secretary of Defense and other DOD Components - Per Diem, Travel and Transportation Allowance Committee, Attn: E&S Branch, Hoffman Building 1, Room 836, 2461 Eisenhower Avenue, Alexandria, VA 22331-1300.

NOTE: *To cover one-time necessary expenses in excess of the prescribed per diem rate, see Chapter 4, Part C.*

*B. Final Submission Process. The Service determines the survey request is valid (depending on the location in question along with other factors) and then may submit the request to:

<u>CONUS Locations</u>	<u>Non-Foreign OCONUS Locations</u>	<u>Foreign OCONUS Locations</u>
*General Services Administration Office of Governmentwide Policy ATTN: Travel Mgmt Division (MTT) 1800 F Street NW, #G-219 Washington, DC 20405-0001	*Per Diem, Travel and Transportation Allowance Committee (PDTATAC) ATTN: E&S Branch Hoffman Building 1, Room 836 2461 Eisenhower Avenue Alexandria, VA 22331-1300	*Department of State Director of Allowances State Annex 29, Room 262 Washington, DC 20522-2902

U4181 PER DIEM AND AEA ON A SINGLE TRIP

A member performing TDY at more than one location on a per diem and actual expense basis for a single trip is authorized the allowances prescribed in par. U4260-D.

U4183 QUICK REFERENCE TABLES - PER DIEM ALLOWANCES

The following tables are for reference purposes only. For applicable rules see Chapter 4, Part B. See pars. U4163 & U4800 when JTF operations are involved.

Quick Reference - Per Diem Allowances						
TDY Travel of More Than 24 Hours						
(1) Departure Day from PDS				Footnotes: See table # 4		
Abbreviations used:						
Gov't = Government		GMR = Government meal rate		NTE = Not to exceed		PMR = Proportional meal rate
	A	B	C	D	E	F
	Arrived at the TDY location (not on a U.S. Installation) on the same day as departed the PDS.	Arrived at the TDY location (on a U.S. Installation) on the same day as departed the PDS. The member occupied Gov't quarters.	Arrived at the TDY location (on a U.S. Installation – Gov't. quarters available) on the same day as departed the PDS. The member elected not to occupy available Gov't quarters.	Traveled overnight – no lodging required.	Overnight lodging required at a stopover en route to the TDY location.	Arrived on the same day as departed from the PDS at the TDY location where per diem at a lesser amount than rate prescribed for the TDY location was authorized under par. U4177.
Per Diem for the Departure Day from the PDS ^{6/}	75% of the M&IE rate for the TDY locality ^{1/} plus the lodging cost NTE the maximum lodging prescribed for the TDY locality. ^{2/, 5/}	75% of M&IE rate for TDY locality ^{1/} plus the cost of Gov't quarters NTE maximum lodging prescribed for TDY locality.	75% of the M&IE rate for the TDY locality ^{1/} plus the cost of lodgings occupied NTE cost of available Gov't quarters. No reimbursement for lodging tax.	75% of the M&IE Rate for the destination TDY locality ^{1/}	75% of the M&IE rate for the en route stopover locality plus lodging cost NTE the maximum lodging amount prescribed for the stopover locality. ^{2/, 5/}	75 % of the M&IE rate for TDY locality ^{1/} plus lodging ^{2/, 5/} cost NTE the maximum lodging prescribed for the TDY locality. The per diem rate authorized under par. U4135 applies to full days at the TDY location.

(2) Whole Travel Days - CONUS						Footnotes: See table # 4
Abbreviations used:						
Gov't = Government		GMR = Government meal rate		NTE = Not to exceed		PMR = Proportional meal rate
	A	B	C	D	E	F
	Traveled overnight & arrived at a CONUS TDY location (not on a U.S. Installation) on day after departing PDS.	Traveled overnight & arrived at a CONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't quarters.	Each whole day at a CONUS TDY locality (not on a U.S. Installation).	Each whole day at a CONUS TDY locality (on a U.S. Installation) – the member occupies Gov't quarters.	Each whole day at a CONUS TDY locality (on a U.S. Installation) when a member elects not to occupy available Gov't quarters.	Each whole day at a CONUS locality where per diem in a lesser amount than the prescribed rate for TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days ^{6/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE maximum rate prescribed for the TDY locality ^{2/} .	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3 when the order directs essential unit messing and 3 meals are available to the member. PMR plus \$3 applies if 3 meals are not available to the member. ^{1/}	M&IE applicable to the CONUS TDY locality plus the cost of lodging NTE the maximum rate prescribed for the TDY locality ^{2/} (If directed in the order, M&IE is PMR plus \$3 when deductible meals are provided ^{7/} – par. U4165-1)	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the order, (3) PMR plus \$3 if directed in the order, or (4) no amount for meals plus \$3 when the order directs essential unit messing (see par. U4400 for Gov't mess use/availability) (see par. U4149 for determination of the M&IE rate))	M&IE plus the cost of lodging NTE the cost of Gov't quarters (Lodging taxes are not reimbursable). (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3, if directed in the order, (3) PMR plus \$3 if directed in the order, or (4) no amount for meals plus \$3 when the order directs essential unit messing (see par. U4400 for Gov't mess use/availability) (see par. U4149 for determination of the M&IE rate))	Per diem at the rate authorized under par. U4177.

(3) Whole Travel Days - OCONUS						Footnotes: See table # 4
Abbreviations used:						
Gov't = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate						
	A	B	C	D	E	F
	Traveled overnight & arrived at an OCONUS TDY location (not on a U.S. Installation) on the day after departing the PDS.	Traveled overnight & arrived at an OCONUS TDY locality (on a U.S. Installation) on the day after departing the PDS. The member occupied Gov't quarters.	Each whole day at the OCONUS TDY locality (not on a U.S. Installation)	Each whole day at an OCONUS TDY locality (on a U.S. Installation). The member occupied Gov't quarters.	Each whole day at an OCONUS TDY locality (on a U.S. Installation) when the member elects not to occupy available Gov't quarters.	Each whole day at an OCONUS locality where per diem in lesser amount than the prescribed rate for the TDY location was authorized under par. U4177.
Per Diem for Whole Travel Days ^{6/}	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the rate prescribed for the TDY locality, (2) PMR plus \$3.50 if directed in the order and 1 or 2 deductible meals are provided, or (3) no amount for meals plus \$3.50 when the order directs essential unit messing and 3 meals are available to the member. PMR plus \$3.50 applies if 3 meals are not available to the member. ^{1/)}	M&IE ^{4/} applicable to the OCONUS TDY locality plus the cost of lodging ^{5/} NTE the maximum rate prescribed for the TDY locality.	M&IE plus the cost of Gov't quarters. (M&IE may be at (1) the meal rate prescribed for the TDY locality plus \$3.50, (2) Standard GMR plus \$3.50 ^{3/} , if directed in the order, (3) PMR plus \$3.50 ^{3/} , if directed in the order, or (4) no amount for meals plus \$3.50 ^{3/} when the order directs essential unit messing (see par. U4400 for Gov't mess use/availability and par. U4149 for the applicable M&IE rate).	M&IE plus the cost of lodging NTE the cost of Gov't quarters ^{5/} . (M&IE may be at (1) the rate prescribed for the TDY locality, (2) Standard GMR plus \$3.50 ^{3/} , if directed in the order, (3) PMR plus \$3.50 ^{3/} , if directed in the order, or (4) no amount for meals plus \$3.50 ^{3/} when the order directs essential unit messing (see par. U4400 for Gov't mess use/availability and par. U4149 for the applicable M&IE rate)).	Per diem at the rate authorized under par. U4177.

(4) Day of Return to PDS					Footnotes: See below
Abbreviations used:					
Gov't = Government GMR = Government meal rate NTE = Not to exceed PMR = Proportional meal rate					
	A	B	C	D	E
	Arrived at the PDS on same day as departed the TDY location.	Traveled overnight (no lodging required) & arrived at the PDS on the day after departing the TDY location.	On day of departure from the TDY location overnight lodging was required at a stopover en route to the PDS.	On the day travel ended lodging was required en route to the PDS.	Arrived at the PDS on the same day as departed the TDY location where per diem in a lesser amount than the prescribed rate was authorized under par. U4177.
Per Diem for Return Day to PDS ^{6/}	75% of M&IE rate for last TDY locality. ^{1/}	For day of departure from the TDY location M&IE at the rate prescribed for the TDY locality. Day of arrival at the PDS, 75% of the M&IE rate for the TDY locality. ^{1/}	For departure day from the TDY: M&IE plus lodging ^{2/} , ^{5/} cost NTE the rate for the stopover locality. For the day of arrival at PDS: 75% of M&IE rate for the stopover locality.	75% of the M&IE rate plus the cost of lodging based on the locality rate where lodging was obtained if authorized/approved by the AO. See par. U4169.	75% of M&IE prescribed for the TDY locality.

Footnotes

1/ GMRs/PMRs and the \$3.50 incidental rate do not apply on day of departure from, or return to the PDS, or any day the member is traveling.

2/ Lodging tax *is* separately reimbursed for lodging in CONUS and non-foreign OCONUS areas because a tax amount is not included in the applicable maximum lodging amount.

3/ The AO can determine that \$3.50 for incidental expenses (IE) is not adequate for TDY on a OCONUS U.S. Installation and authorize/approve the incidental expenses rate for the TDY locality prescribed on <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>. TDY locality IE rate payment may be authorized and must be stated in the travel order.

4/ For OCONUS travel the AO can determine that an incidental expense (IE) allowance of \$3.50, in lieu of the TDY locality IE, is adequate for anticipated expenses when the member is not lodged on a U.S. Installation. The OCONUS IE rate of \$3.50 may be authorized and must be stated in the order.

5/ Lodging tax *is not* separately reimbursable for foreign area lodging because a tax amount is included in the applicable foreign area maximum lodging amount.

6/ (a) The cost incurred during TDY travel (not after returning to the PDS) for personal laundry/dry-cleaning and pressing of clothing, up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel *within CONUS* requires at least 7 consecutive nights TDY lodging *in CONUS* (i.e., 6 nights, no laundry, 7 nights, NTE \$14, 8 Nights NTE \$16, etc.).

(b) The cost incurred during TDY travel for personal laundry/dry-cleaning and pressing of clothing *is not* a separately reimbursable expense for *OCONUS* travel and is part of the incidental expense (IE) allowance included within the per diem rates/AEA authorized/approved for *OCONUS* travel.

7/ On any day that 3 deductible meals are provided without cost to the member, no reimbursement is allowed for meals.

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PART C: ACTUAL EXPENSE ALLOWANCE (AEA)

U4200 GENERAL

An actual expense allowance allows members to be reimbursed, in unusual circumstances, for actual and necessary expenses that exceed the maximum locality per diem rate. When authorized/approved, AEA is in lieu of per diem in Part B, or the per diem rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>.

U4205 JUSTIFICATION

An AEA may be authorized/approved for travel when the per diem rate at <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> is insufficient for part, or all, of a travel assignment because:

1. Actual and necessary expenses (especially lodgings) exceed the maximum per diem,
2. Of special duties, or
3. Costs for items in par. U4225-A have escalated temporarily due to special/unforeseen events.

U4210 AUTHORIZATION/APPROVAL

AEA:

1. May be authorized before travel begins, or approved after travel is performed, except for an AEA under par. U4250 which may be authorized only in advance of travel;
2. Should be stated in the travel order when authorized in advance of travel;
3. May be authorized/approved for the entire trip (including travel time) or may be authorized/approved for portions of trips (with per diem automatically covering the other trip portions);
4. Authorization/approval cover a traveler specifically listed in the request and any alternate/additional traveler not specifically listed, but who actually performed the duty covered by the request.

U4215 LIMITATIONS

1. Authority to prescribe an AEA must not be used as blanket authority to authorize/approve automatic AEA for all travel to an area.
2. AEA is prescribed only on an individual trip basis, and only after consideration of the facts existing in each case. ***AEA must not be authorized as part of a 'blanket' travel order.***
3. If it is necessary to exercise this authority repetitively or on a continuing basis in a particular area, the Service/DoD Component concerned should submit a request (see par. U4179) for a per diem rate adjustment.
4. The definitions and rules applicable to the per diem authorization under Chapter 4, Part B while TDY apply to travel on an actual expense basis unless otherwise stated in this Part.
5. Travelers are financially responsible for excess costs and any additional expenses incurred for personal preference/convenience.

***U4220 TDY ASSIGNMENTS THAT MAY WARRANT AEA AUTHORIZATION/APPROVAL**

A. Examples. TDY assignments that may warrant authorization/approval of AEA include travel:

1. With a dignitary that requires use of the same hotel as the dignitary;
2. To an area where the costs have escalated for a short time period during a special function/event such as a:
 - a. Missile launch,
 - b. Sports event,
 - c. World's fair,
 - d. Convention,
 - e. Natural disaster, or
 - f. Similar event;
3. To locations at which affordable lodgings are not available within a reasonable commuting distance of the traveler's TDY point, and transportation costs to commute to and from the less expensive lodging facility consume most or all of any savings achieved from occupying less expensive lodging;
4. During which special duties of the assignment require the traveler to incur unusually high expenses (e.g., the traveler must procure superior/extraordinary accommodations including a suite or other quarters for which the charge is well above what ordinarily would have been paid for accommodations);
5. During which the traveler incurs unusually high expenses because of an assignment to accompany another traveler in the situation in par. U4220-A4 above; and
6. In similar situations.

B. Travel with Certain Dignitaries. Without further demonstration of unusual/extraordinary requirements AEA is authorized for a traveler who is directed to travel as part of the party of any of the dignitaries listed in Appendix L, par. E. See also Chapter 7, Part U.

C. Air Crew Travel. Travel requirements when traveling with dignitaries do not ordinarily impose excess cost requirements on the aircrews of Special Air Missions, Air Mobility Command (AMC), or other Government aircraft that provide transportation, even when assigned exclusively to that duty. ***For this reason, AEA may be authorized/approved for any aircrew member only when the official performing travel or the crew's commander specifically requests AEA for one or more of the air crew with an acceptable explanation of why an AEA is necessary.***

PART A: APPLICABILITY AND GENERAL RULES

U5000 SCOPE

A. General. This Chapter prescribes a member's authority for personal and dependent travel and transportation allowances, HHG and POV transportation allowances, mobile home transportation allowances, DLA, and TLE allowance incident to a PCS. It also prescribes authority for dependents' travel and transportation, and for HHG, POV, and mobile home transportation under unusual or emergency circumstances, and various other situations not directly related to a PCS. For non-PCS travel allowances, see Chapter 7.

B. Travel Covered. This Chapter discusses the following types of PCS travel:

1. Transfer. Travel ICW a transfer from one station to another for permanent duty.
2. Change in Home Port or PDS Location of a Unit. Travel ICW a ship's home port or mobile unit's PDS location change.
3. Call to Active Duty. Travel from home or from the PLEAD to the first PDS upon:
 - a. Appointment or re-appointment (including reinstatement) to the regular Service from civilian life or from a Reserve Component;
 - b. A Reserve Component member being called (or ordered) to active duty (including duty for training) for 20 or more weeks at one station;
 - c. Being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including temporary disability retirement); or
 - d. Enlistment or induction into the Service (regular or during emergency).
4. Separation or Retirement. Travel from last PDS to home upon:
 - a. Discharge, resignation, or separation from the Service under honorable conditions;
 - b. A Reserve Component member's release from active duty (including active duty for training) to which called for 20 or more weeks at one station;
 - c. Transfer to the Fleet Reserve or to the Fleet Marine Corps Reserve;
 - d. Retirement; or
 - e. Temporary disability retirement.
5. Travel (other than TDY) Not Directly Related to a PCS Order. In addition to PCS allowances, this Chapter includes dependents; travel and transportation allowances, and for HHG, POV and mobile home transportation, under unusual or emergency circumstances, and other situations not involving a PCS.

U5002 APPLICABILITY

A. General. This Chapter applies to PCS of all regular and Reserve Component members.

B. Unique Categories. The following unique personnel categories are authorized PCS allowances as indicated.

1. A cadet or midshipman. See par. U7000.

2. An applicant and a rejected applicant of the regular service. See par. U7025.
3. A Reserve Component member. See par. U7150.
4. A member whose enlistment has been voided. See par. U7375.

C. Persons Not Covered. The following personnel categories are not authorized PCS allowances.

1. An absentee or straggler being returned to the PDS. See par. U7400.
2. A member discharged under other than honorable conditions. See par. U7500.
3. A prisoner. See par. U7451.

U5012 PCS ALLOWANCES

A. General. Following is a general description of PCS travel and transportation allowances. Parts B through H of this Chapter prescribe specific allowances. Allowances depend on the member's individual travel circumstances. Table 5-1 provides a general guide.

B. Member and Dependent Travel and Transportation Allowances. When a member must travel under an order, the Government either furnishes transportation, reimbursement, or a payment in lieu of transportation at rates prescribed in this Part. Generally, a member selects the transportation mode (i.e., airplane, train, bus, POC) for travel between the old and new PDSs. Sometimes an order directs a particular mode for the member but not the dependents. For travel time computation when a mode is not directed, see par. U5160. For authorized PCS travel reimbursements, see par. U5105; for travel to the first PDS, see par. U5108-C. For dependents' travel and transportation, see Chapter 5, Part C.

C. HHG Transportation and Storage. A member directed to make a PCS is authorized HHG transportation and/or storage. A member's HHG weight allowance depends on the member's grade and dependency status. See par. U5310-B.

1. Ordinarily, any portion of the PCS HHG weight allowance the member elects not to ship may be placed in NTS.
2. The Service concerned may administratively limit the amount transported. See par. U5315. For example, an E-6 with dependents may ship 11,000 pounds of HHG, if the member is transferred between two CONUS PDSs. However, only a portion of the member's PCS HHG weight allowance may be transported to the new PDS if the member is transferred to a "weight restricted" OCONUS PDS. The remainder may be placed in NTS or transported to a designated place. The member may place HHG within the PCS HHG weight allowance, precluded from shipment due to an administrative weight restriction, in NTS at Government expense until the next PCS.
3. PCS HHG transportation authorizes a member to SIT unless prohibited, until the member arranges for a new permanent residence. SIT may be authorized at any combination of origin, in transit, or destination. See Chapter 5, Part D.

**See JTR, par. C5154-J for HHG transportation for a DOD civilian employee married to a uniformed member when both are authorized HHG shipments to the same new PDS.*

CHAPTER 7**TRAVEL AND TRANSPORTATION ALLOWANCES UNDER SPECIAL CIRCUMSTANCES AND CATEGORIES****PART A: TRAVEL OF SERVICE ACADEMY CADETS/MIDSHIPMEN****U7000 CADETS AND MIDSHIPMEN TRAVEL TO AND FROM SERVICE ACADEMIES**

A. Upon Entrance. A person (other than an enlisted member) entering a Service academy is authorized PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the travel performed, not to exceed allowances for the official distance between the:

1. Abode,
2. Home, or
3. School,

the person certifies was the place from which travel began, and the Service academy involved. An enlisted member is authorized PCS allowances prescribed in Chapter 5 for an enlisted member.

B. Upon Graduation and Commission

1. Officer Leaves Academy. An officer who, upon graduation from a Service academy and commissioning, travels under a PCS order to the first PDS is authorized the allowances prescribed in Chapter 5 (including those relating to dependents at par. U5222-A2 and HHG at par. U5345-B5). These allowances are calculated based on the actual distance traveled, but may not exceed those that would be paid based on the official distance from the academy, or home, to first PDS (via TDY site for the officer, if TDY en route) as designated in the order. Per diem while TDY en route is the same as for a member's TDY; par. U4102-D applies when an officer departs from an academy pursuant to a PCS order but subsequently returns there for TDY en route before reporting to the first PDS.

2. Officer Remains at Academy. If, upon graduation and commissioning and before beginning travel pursuant to a PCS order, an officer remains at the Service academy (or returns to it after graduation leave), the academy is the officer's PDS for per diem purposes. Officers under these circumstances are not authorized per diem while at the academy, but if ordered to TDY away from the academy, they are authorized per diem as for a member's TDY, for the relevant TDY and travel period.

C. Separation Other Than by Commission. A cadet or midshipman of a Service academy (including a graduated cadet), who resigns, is dismissed, or is discharged, is authorized the PCS allowances prescribed in Chapter 5 for travel from the academy to the abode, home, or proper PDS.

D. Rejected Applicants. A prospective cadet or midshipman (other than enlisted), who travels to a Service academy at the Government's invitation to accept an appointment and is rejected for admission, is authorized the PCS allowances prescribed for officers in Chapter 5. The allowances are authorized for the round trip travel performed, not to exceed allowances for the official distance between the:

1. Abode,
2. Home, or
3. School,

the person certifies was the place from which travel began, and the Service academy involved (53 Comp. Gen. 236 (1973)).

U7001 CADETS/MIDSHIPMEN ON TDY

A Service academy cadet/midshipman is authorized the same TDY travel and transportation allowances as an officer, with the following exceptions:

1. No per diem is payable for TDY at the Service academy when both Government quarters and a Government dining facility/mess are available, beginning on the day after the arrival day and ending on the day before the departure day; and

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*2. \$.47 per diem increase for each Government meal purchased (with no surcharge) must be allowed.

NOTE: This amount is the per meal average of the difference between the cadet/midshipman meal rate and the discount meal rate rounded up as appropriate.

*Computation example:

\$8.35 (discount meal rate) - \$6.95 (military academy meal rate) = \$1.40

\$1.40 ÷ 3 (meals) = **\$0.47**

U7002 TRAVEL INCIDENT TO NOMINATION AND ADMISSION TO SERVICE ACADEMIES

A. Uniformed Service Member on Active Duty. A Uniformed Service member on active duty, directed to perform travel and TDY to take preliminary, entrance, or final examinations preparatory to admission to a Service academy, is authorized TDY allowances. ***The payment of travel and transportation allowances to a member for travel to compete for Congressional nominations is not authorized under this Volume.***

B. Civilian or Reserve Components Member Not on Active Duty. No travel and transportation allowances are payable under this Volume to a civilian, or Reserve Component member not on active duty, for travel performed for examinations preparatory to admission to a Service academy.

U7005 AVIATION CADETS

An aviation cadet, on active duty and traveling under an order, is authorized travel and transportation allowances on the same basis as an officer on TDY.

1. On active duty for a period of 30 days or less;
2. On inactive duty training;
3. On funeral honors duty;
4. Traveling directly to or from the place where the member performs or has performed the duty in pars. U7150-F1, U7150-F2, and U7150-F3; or
5. Remaining overnight immediately before serving on funeral honors duty at the funeral honors duty location outside the commuting distance of the member's residence,

is authorized TDY travel and transportation allowances in Chapter 3 and Chapter 4 for necessary travel between home and the treatment facility for this care, but not while at the treatment facility. If an injury is incurred or aggravated as the result of the member's gross negligence or misconduct, there is no authority.

G. Funeral Honors Duty. A Reserve Component member who performs funeral honors in a funeral honors duty status (under 10 USC §12503 or 32 USC §115) at a location 50 or more miles from the member's residence is authorized travel and transportation allowances as for TDY under Chapter 3 and Chapter 4.

H. COLA and Housing Allowances. See par. U9145 for COLA and par. U10428 for housing allowances.

Effective for a Reserve Component member called/ordered/entering active duty on/after 6 January 2006.

NOTE: *New rules apply for a Reserve Component member called/ordered to active duty for more than 30 days and who began to serve active duty on or after 6 January 2006. If active duty began prior to 6 January 2006 the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service is extended on/after 6 January 2006, through amended or modified orders, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.*

U7155 RETIRED MEMBER CALLED (OR ORDERED) TO ACTIVE DUTY WITH OR WITHOUT PAY

Except for periodic physical examinations covered by par. U7250, a retired member (including those on the TDRL and a member in the Fleet Reserve or Fleet Marine Corps Reserve receiving retainer pay), called (or ordered) to active duty with or without pay, is authorized travel and transportation allowances as provided in par. U7150 for a Reserve Component member.

Effective 1 January 2008

***U7175 MUSTER DUTY ALLOWANCE FOR 'READY RESERVE' RESERVE COMPONENT MEMBER**

The Muster Duty Allowance rate, effective 1 January 2008, is \$190.90 for a Reserve Component Ready Reserve member (not a member of the National Guard or the Selected Reserve) authorized a muster duty allowance. See par. 580105 of the DOD 7000.14-R, Financial Management Regulation, Vol. 7A, Military Pay Policy and Procedures Active Duty and Reserve Pay for DOD (<http://www.dtic.mil/comptroller/fmr/07a/07A58.pdf>) and COMDTINST M7220.29, U.S. Coast Guard Pay Manual for Coast Guard (<http://www.uscg.mil/HQ/G-W/G-WP/G-WPM/MANUALS.HTM>). **Note:** *The allowance is 125 percent of the average CONUS per diem rate in effect on 30 September of the calendar year preceding the calendar year in which the muster duty is performed.*

U7180 ALLOWANCE SUMMARY TABLES

NOTE: These tables summarize the allowances and are for informational purposes. The actual allowances are prescribed in the preceding Chapter 5, Part G paragraphs.

RESERVE COMPONENT PERSONNEL ON ACTIVE DUTY WITH PAY (NOTE 1)		
Table U7G-1		
SITUATION	TRANSPORTATION (NOTES 2 and 3)	PER DIEM (NOTES 4 and 5)
Annual training duty (NOTE 6)	Chap 3 applies	Not authorized if Government quarters & mess available; otherwise Chap 4 applies
Involuntary training due to unsatisfactory participation in reserve commitments	Chap 3 applies	Not authorized if Government quarters & mess available
PHS officers called to active duty for Commissioned Officer Student and Extern Program (COSTEP)	Chap 3 applies--reimbursement for POC is the automobile mileage, limited to cost of Government contract carrier	Not authorized
Pipeline Student--newly enlisted member undergoing training	Normally performed as members traveling together with no/limited reimbursement (Chap 4, Part B). Otherwise, may be authorized reimbursement under Chap 3	Not authorized if Government quarters and mess available
Member commutes, or is within the commuting area as designated by local commander	May be paid the automobile mileage for one-round trip only (provided the place of active duty and home are not in same city limits). Also may be authorized reimbursement under Chap 3, Part F	Not authorized - AEA may be authorized under par. U4510 (except for meal normally procured when commuting) if required to remain overnight (except if duty site and home are in same city limits)
Active duty for training for fewer than 140 days or active duty for other than training for 180 or fewer days at one location	Chap 3 applies	Chap 4 applies
Additional periods for 140 or more days for training or over 180 days for other than training		If prospective extended period is fewer than 140 day for training or 180 or fewer days for other than training per diem continues. If 140 or more days for training or more than 180 days for other than training per diem stops on date of the order directing additional duty
Physical examination ICW active duty	Chap 5, Part B applies	Chap 5, Part B applies from the place the order is received or addressed to the place of physical examination and return, or to the new PDS, or return and then to the new PDS

**PART H1: LEAVE TRAVEL AND TRANSPORTATION
EFFECTIVE FOR COT TRAVEL STARTED ON OR AFTER 19 APRIL 2002**

U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS

A. Authorization. An eligible member for personal travel and on behalf of an eligible dependent, if any, is authorized the travel and transportation allowances in Chapter 5, Part B and Chapter 5, Part C, respectively for COT leave travel between authorized locations. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal) may be reimbursed. *See par. U3320, and Chapter 3, Part E.* A member and dependent may travel together or independently. **NOTE:** *No cruise or tour packages.*

1. Eligible Member. An eligible member is one stationed OCONUS who is ordered to:
 - a. Consecutive tour of duty at the same (old) PDS (see Appendix A for IPCOT definition), or
 - b. Make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
 - (1) One of the tours is unaccompanied, or
 - (2) Both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for the PDSs (DODI 1315.18, Procedures for Military Personnel Assignments at <http://www.dtic.mil/whs/directives/corres/html/131518.htm>).

NOTE 1: *Refer to DODI 1315.18, par. E3.7.2.2 for the COT requirements for a DOD member assigned to Alaska or Hawai'i.*

NOTE 2: *When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.*

2. Eligible Dependent. An eligible dependent is one who:
 - a. Is a dependent as defined in Appendix A (except a child described in item 8 of the definition) on the:
 - (1) Last day of the member's first tour at the old OCONUS PDS; or
 - (2) Effective date of the member's PCS order to the new OCONUS PDS; and
 - b. Is command-sponsored for both tours;
 - c. Is/was (in the case of deferred leave travel and evacuated dependent) located at or in the vicinity of the member's old OCONUS PDS; and
 - d. Accompanies the member during both tours.

NOTE: *COT leave travel and transportation allowances are authorized for a command-sponsored dependent born during a COT leave deferral period.*

3. Authorized Locations. The authorized locations listed below are official travel locations, and therefore available contract city-pair fares *are authorized*.

a. Travel between authorized locations is travel:

- (1) Between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS;
- (2) From the old to the new OCONUS PDSs via an authorized destination; or
- (3) Between the new OCONUS PDS and an authorized destination, and return, if deferred IAW par. U7200-B.

b. An authorized destination is the member's HOR or an alternate authorized place to which travel is no more expensive than to the HOR. ***If travel to the selected alternate place is more expensive than travel to the HOR, the member is financially responsible for the additional cost unless travel to the more expensive alternate place is authorized/approved by the Secretarial Process.*** If the member travels to a more expensive alternate place (and the Secretarial Process has not authorized/approved travel to that destination) city-pair airfares are not authorized to that alternate place.

Example 1	
Member's PDS is in Germany and the HOR is Ames, IA. There is no city-pair airfare to Ames, IA.	
The policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections):	\$1,200
Member desires to utilize COT leave to Boston, MA.	
City pair airfare to Boston:	\$1,400
Least cost non-city pair airfare to Boston:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Ames, Iowa, the city pair airfare may not be used to Boston.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	
The member is <i>not responsible</i> for the additional \$200 cost if travel to Boston, MA, is authorized/approved by the Secretarial Process making the city pair fare to Boston available.	

Example 2	
Member's PDS is in Germany and the HOR is Washington, DC.	
City pair airfare trip cost:	\$980
Member desires to utilize COT leave to St. Louis, MO.	
City pair fare to St. Louis:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the HOR in Washington, DC, the member is authorized city pair airfare to St. Louis (\$840) NTE the \$980 cost to HOR.	

c. An eligible traveler (member and/or dependent) may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.

d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in par. U5120-G.

e. See pars. U5120-B, U5120-C (member), and U5218 (dependent) when an eligible traveler (member and/or dependent) is temporarily absent from the PDS and does not return before beginning COT leave travel. ***COT leave must not be used as 'student dependent travel' (i.e., the student may not travel from the CONUS to the OCONUS PDS and return to the CONUS on COT leave allowance). Effective for any member in a deferred COT leave status on 2 December 2002 or any member who becomes authorized to a COT leave travel on or after 2 December 2002.***

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any.

1. Member's HOR in CONUS

a. PCS Travel through CONUS. A member whose HOR is in CONUS, and the member's dependent, who must travel through CONUS to get to the new PDS, may defer COT leave travel until after PCS travel is completed only if deferred COT leave travel is authorized/approved IAW Service regulations.

b. PCS Travel Not through CONUS. A member whose HOR is in CONUS, and the member's dependent, who do not travel through CONUS to get to the new PDS, may elect to defer COT leave travel until after PCS travel is completed. No Service authorization/approval is required.

2. Member's HOR OCONUS. The member may elect to defer COT leave travel.

3. Deferred Travel. Unless deferred due to duty in a contingency operation, COT leave travel must be completed prior to the end of the new tour, otherwise the COT leave travel expires. ***Under the provisions of DODI 1327.5, deferred COT leave travel may not be taken ICW any other funded leave transportation program or official travel unless authorized/approved by the PDUSD (P&R) or IAW Service regulations for the non-DOD Services.***

Exception to Time Limit for Contingency Operation: If unable to travel before completing the new tour because of duty ICW a contingency operation, the member (and eligible dependent) may defer travel until not more than one year after the contingency operation duty ends. In this case, the member is still authorized leave travel from the new PDS (i.e., the PDS after departure from the OCONUS location from which deferred travel could not be taken) to an authorized location. The cost limitation for travel from this 'new' PDS and return is the cost from the PDS from which deferred travel could not be taken to the HOR and return.

C. Reimbursement

1. Member Procured Transportation

a. An eligible member, when directed to use available Government or Government-procured transportation for the transoceanic portion of COT leave travel, who procures transoceanic transportation at personal expense for personal travel, must not be reimbursed for the transoceanic travel. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply.***

Example 1	
<i>NOTE: Costs in this example are not actual costs and are used for illustration only.</i>	
Member's PDS is in a non-foreign OCONUS location, and the HOR is San Francisco, CA.	
City-pair airfare one-way transoceanic trip cost:	\$775
Member elects not to use the CTO/TMC (in violation of policy and par. U1055) for COT leave travel from the PDS to the HOR.	
Traveler purchased a one-way transoceanic ticket:	\$500
<i>Transoceanic airfare reimbursement (\$500) is not authorized.</i>	

b. Reimbursement to a member on behalf of an eligible dependent who procures common carrier transportation at personal expense cannot exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see par. U5105-C). ***NOTE: Since use of the CTO/TMC is mandatory for all official travel, this should almost never occur.***

Example 2***NOTE: Costs in this example are not actual costs and are used for illustration only.***

Member's PDS is in a non-foreign OCONUS location and the HOR is Bakersfield, CA.	
Government-procured transoceanic trip cost (one way):	\$1,900
An eligible dependent, not told to use the CTO/TMC for airfares elects not to use the CTO/TMC for COT leave travel from the PDS to the HOR.	
The dependent purchased a one-way transoceanic ticket:	\$2,300
The member, on behalf of the traveler, is reimbursed \$1,900, the Government cost for the transoceanic trip cost plus necessary ground transportation to the HOR. <i>The traveler is financially responsible for the additional cost of \$400 (one way).</i>	

*c. When the Service authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers (member and/or dependent) under par. U5105-B and/or par. U5203. If the Service does not authorize/approve POC use, reimbursement is limited to the policy-constructed airfare. See Appendix A for the definition of 'policy-constructed airfare'.

Example 3***NOTE: Costs in this example are not actual transportation costs and are used for illustration only.***

A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 11-year old child. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed travel and per diem is computed as follows:

1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$139 (\$100/ \$39).	
4. The member's reimbursement for 9/1 is \$29.25 (75% x \$39) =	\$ 29.25
5. Per diem payable for spouse is ¾ of the \$29.25 due to the member =	\$ 21.94
6. Per diem for the accompanying child (under age 12) at ½ of the member's amount =	\$ 14.63
7. City-pair airfare cost (one way for member and 2 eligible travelers: \$599 x 3 =	\$ 1,797.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
Total constructed Government city-pair airfare cost =	\$ 1,912.82
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 mile @ \$.20/mile =	\$ 612.60
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9 Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$109 =	\$ 981.00
Member's per diem authorization =	\$ 981.00
Per diem for the accompanying spouse at ¾ of the amount due the employee =	\$ 735.75
Per diem for the accompanying child (under age 12) at ½ the amount due the employee =	\$ 490.50
Total actual amount =	\$ 2,819.85

In this example, the city-pair airfare cost to the HOR, is less expensive than POC 'MALT-Plus' travel to the HOR. The member's reimbursement is limited to the policy-constructed airfare of \$599/person if the Service did not authorize/approve POC use. ***The member is financially responsible for the additional cost (\$2,819.85 - \$1,912.82) of \$907.03.***

When the Service concerned authorizes/approves POC use through the Secretarial process, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-C1c.

Example 4

NOTE: Costs in this example are not actual transportation costs and are used for illustration only.

A member performed COT travel from the old PDS to the HOR. The member elected to travel by POC accompanied by the spouse and their 2 children under age 12. They departed the OCONUS residence on day 1 and arrived at the HOR on day 9. Constructed travel and per diem is computed as follows:

1. COT/HOR travel from OCONUS PDS to the HOR.	
2. 9/1: Depart OCONUS PDS. Arrive at CONUS residence.	
3. The destination per diem rate at the time of travel was \$139 (\$100/ \$39).	
4. The member's reimbursement for 9/1 is \$29.25 (75% x \$39) =	\$ 29.25
5. Per diem payable for spouse is ¾ of the \$29.25 due to the member =	\$ 21.94
6. Per diem for the 2 accompanying children (under age 12) at ½ of the member's amount of \$14.63 x 2 =	\$ 29.26
7. City-pair airfare cost (one way for member and 3 eligible travelers: \$699 x 4 =	\$ 2,796.00
8. Ground transportation from OCONUS residence to airport =	\$ 50.00
Total constructed Government city-pair airfare cost =	\$ 2,926.45
Actual 'MALT-Plus' is computed as follows:	
Member elects (no Service authorization) POC transportation to the HOR a distance of 3,063 miles one way.	
POC MALT: 3,063 mile @ \$.20/mile =	\$ 612.60
Per Diem for Actual Travel using 'MALT-Plus' Method	
Days 1-9 Per Diem for 9 travel days @ the (Standard CONUS per diem rate) 9 x \$109 =	\$ 981.00
Member's per diem authorization =	\$ 981.00
Per diem for the accompanying spouse at ¾ of the amount due the employee =	\$ 735.75
Per diem for the accompanying child (under age 12) at ½ the amount due the employee =	\$ 490.50
Total actual amount =	\$ 2,819.85

In this example, the city-pair airfare cost to the HOR, is more expensive than POC 'MALT-Plus' travel to the HOR. Since the policy constructed airfare exceeds the actual POC cost, the member is reimbursed the actual amount.

If the Secretarial Process authorizes/approves POC use, the member is authorized 'MALT-Plus' on behalf of eligible travelers. See par. U7200-C1c.

2. **Travel Status.** A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructed period equal to that required for direct travel between authorized locations by available transportation.

3. **No Authority.** Travel and transportation is not authorized under par. U7200 if a member elects:

a. 15 days leave and transportation, addressed under par. U7305, or

b. Either of two other options available in lieu of transportation under the authorization discussed under par. U7305, (i.e., cash, or 30 days leave without funded transportation (see DODI 1327.6 at <http://www.dtic.mil/whs/directives/corres/html/13276.htm>)).

U7205 TRANSPORTATION IN PERSONAL EMERGENCIES

A. **Transportation Authorization.** An eligible member on emergency leave and eligible dependent with personal emergencies (as determined under DODI 1327.6 (Leave and Liberty Procedures) <http://www.dtic.mil/whs/directives/corres/html/13276.htm>) for DOD Services and/or Service regulations for Non-DOD Services (see par. U1010-B10) are authorized transportation between authorized locations. Each emergency leave traveler is authorized commercial air transportation between authorized locations if space-required Government transportation is not reasonably available. **NOTE: Commanders must**

determine "reasonable availability" after considering frequency and scheduling of flights, and other relevant circumstances (including those personal to the member). See par. U7205-C for definition of "authorized location." Par. U3002-B, allowing reimbursement up to the directed mode cost, does not apply if Government transportation is reasonably available and not used.

1. Reimbursement for transportation costs cannot exceed the cost of Government-procured commercial air transportation between authorized locations.

NOTE: Reimbursement is authorized only for air transportation and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation from PDS or home (or destination) to airport is not authorized.

2. For an eligible dependent, personal emergencies are circumstances similar to those for which a member receives emergency leave, and includes travel not authorized under par. U5242-A incident to the burial of a deceased member.
3. Travel across CONUS is at Government expense if a member or dependent must transit the CONUS to reach the OCONUS emergency (leave) point.

B. Eligibility

1. Eligible Member. An eligible member is one:

- a. On permanent duty OCONUS,
- b. Assigned to an OCONUS ship or unit operation, or
- c. With OCONUS domiciles who are on permanent duty or initial training (or are described in par. U7125-A or U7125-B) in CONUS.

NOTE: A cadet/midshipman is not an eligible member for this transportation.

2. Eligible Dependent. An eligible dependent is one who:

- a. Is command-sponsored and resides OCONUS with the member,
- b. Resides at an OCONUS location and for whom the member receives a station allowance/OHA, or
- c. Resides in CONUS, the emergency leave location is OCONUS, and the member:
 - (1) Is on permanent duty OCONUS, or
 - (2) Has an OCONUS domicile and is on permanent duty in CONUS.

3. Domicile. As used in par. U7205, domicile is a member's HOR or place:

A member's domicile is relevant to personal emergency transportation authorization only if the member is stationed in CONUS. A dependent's domicile is not relevant.

- a. From which first called (or ordered) to active duty,
- b. Of first enlistment, or

- c. Of permanent legal residence.

C. **Authorized Locations.** An eligible member and an eligible dependent are authorized transportation from an originating location to a destination. They are authorized return transportation from the destination to the originating location or PDS, if transportation is provided to the destination under par. U7205. The authorized locations listed below (including those in par. U7205-C1b(3)) are official travel locations, and therefore available contract city-pair airfares *may* be available for use.

NOTE 1: *Reimbursement is authorized only for air transportation, and ground transportation between interim airports (e.g., between Narita and Haneda airports in Tokyo since they are interim airports and the cost is part of the overall transportation cost). Reimbursement for ground transportation between PDS or home (or destination) and the airport is not authorized.*

NOTE 2: *The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.*

Example 1	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
City-pair airfare from Location A to Location C:	\$1,200
City-pair airfare from Location A to Location B:	\$1,400
Least cost non-city pair airfare to Location B:	\$1,600
Since travel to Location B is more expensive than travel to the closest international airport, Location C, the city pair fare may not be used to Location B.	
The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

Example 2	
A member's OCONUS PDS is Location A and the emergency leave CONUS location is Location B. The closest CONUS international airport with a scheduled flight is Location C.	
City-pair airfare from Location A to Location C:	\$1,200
City-pair airfare from Location A to Location B:	\$ 980
Since travel to Location B is less expensive than travel to the closest international airport, Location C, the member is authorized city pair fare to Location B (\$980) NTE the \$1,200 cost to JFK.	

1. **Member and Dependent(s) OCONUS.** For a member described in pars. U7205-B1a and U7205-B1b and dependent(s) described in pars. U7205-B2a and U7205-B2b:

- a. Authorized origins are:

- (1) A member's PDS;
- (2) The dependent's other OCONUS location; or
- (3) The member's or dependent's location when notified of the personal emergency, if the location is OCONUS. *For a member described in par. U7205-B1c and dependent described in par. U7205-B2c, see par. U7205-B2a.*

- b. Authorized destinations are:

- (1) Either:

- (a) The CONUS international airport nearest to the location from which the member/dependent departed to which a scheduled direct flight is available along a normally traveled international route; or
- (b) Any other CONUS airport that is closer to the traveler's destination if the transportation cost to the other airport is less than the transportation cost to the international airport described in (a) above. For an example, see par. U7205-C; ***NOTE: This creates a cost limit to be used for transportation.***

(2) An airport in a non-foreign OCONUS area (see Appendix A); or

(3) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authorization for one-way emergency leave transportation from CONUS back to an OCONUS PDS if a member or dependent(s) is/are on personal leave in CONUS when the emergency occurs.

2. Member and Dependent in CONUS. For a member described in par. U7205-B1c and dependent described in par. U7205-B2c:

a. Authorized origins are the international airports nearest the:

- (1) Member's PDS, or
- (2) Dependent's location when notified of the personal emergency.

b. Authorized destinations are:

- (1) An international airport in a non-foreign OCONUS area, or
- (2) Any other OCONUS location, as determined by the Secretarial Process.

NOTE: There is no authority for one-way emergency leave transportation from OCONUS back to the CONUS PDS if a member or dependent(s) is/are on personal leave OCONUS when the emergency occurs.

U7206 PERSONAL EMERGENCIES FOR A MEMBER ON TDY OR AWAY FROM HOME PORT

A. Member TDY or Away from the Home Port. A member on TDY away from the PDS, or assigned to a ship or unit operating away from its home port, is authorized round-trip (if applicable) personal emergency travel and transportation allowances (including per diem while in a travel status but not while at the emergency leave location) between the TDY/unit location or ship and the:

- 1. PDS,
- 2. Home port, or
- 3. Other location if authorized emergency leave as determined under DODI 1327.6 (Leave and Liberty Procedures) <http://www.dtic.mil/whs/directives/corres/html/13276.htm> for DOD Services and/or Service regulations. See par. U1010-B9.

B. Transportation. Space-required Government transportation must be used if reasonably available; otherwise travel and transportation allowances are the same as if traveling on TDY. ***NOTE: The policy in par. U3002-B allowing reimbursement up to the directed mode cost does not apply if Government transportation is reasonably available and not used.***

C. Reimbursement. Travel and transportation cost reimbursement for travel between the TDY/unit location and another location is limited to the travel and transportation cost between the TDY/unit location and the PDS or home port.

D. Cost Construction. If emergency travel to another location is appropriate for the member from the TDY/unit location and the member's return to the TDY/unit location is no longer required at the conclusion of the personal emergency, the member's travel and transportation cost to the PDS directly from the other location is limited to the balance of the travel and transportation cost from the TDY/unit location to the PDS not used under par. U7206-A3 (i.e., cost from TDY site to another location to PDS cannot exceed cost from TDY site to PDS).

E. City-pair Airfare Use. The locations listed in par. U7206-A are official travel locations (including par. U7206-A3 location'), and therefore available contract city pair airfares may be available for use. ***If the member travels to a more expensive 'other location' city pair airfares are not authorized to the other location.***

F. One-way Emergency Leave Travel. There is no authority for one-way emergency leave travel and transportation to the ship's location if the member departed on emergency leave while the ship was in its home port. If the member departed the ship on emergency leave while it was operating away from home port, return travel and transportation to the ship at its home port is authorized subject to the limitations in par. U7206-D. See par. U7215 for travel and transportation allowances when a ship relocates during the member's authorized absence.

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs. Even though payable, per diem and transportation costs to and from terminals are not included in the examples.

Example 1	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Campbell, KY, and the member's emergency leave destination is Denver, CO.	
There is no city-pair airfare from Ft. Campbell to Ft. Belvoir and the policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is \$400.	
City pair airfare from Ft. Campbell to Denver	\$500
Policy-constructed airfare to Denver	\$600
Since travel to Denver is more expensive than travel to Ft. Belvoir the city-pair airfare may not be used to Denver. The member is financially responsible for the additional cost (\$600 - \$400 = \$200).	

Example 2	
A member's PDS is Ft. Belvoir, VA. The member is TDY to Ft. Hood, TX, and the member's emergency leave destination is Atlanta, GA.	
City pair airfare trip cost from Ft. Hood to Ft. Belvoir	\$320
City pair air fare to Atlanta	\$280
Since travel to Atlanta, GA, is less expensive than travel to the PDS (Ft Belvoir) the member is authorized city pair airfare to Atlanta (\$280) NTE the cost to Ft. Belvoir (\$320).	

U7207 FUNDED ENVIRONMENTAL AND MORALE LEAVE (FEML) TRANSPORTATION

A. Policy. FEML policy is established in DOD Instruction 1327.6 (Leave and Liberty Procedures), subsection 6.16.

B. Eligibility

1. Member. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months (including a 12-month tour extended for an additional consecutive 12 months) or more.

NOTE: When a member on a 12-month unaccompanied tour to a FEML area extends for a consecutive second 12-month tour, the member is only eligible for one funded leave transportation program, the COT or the FEML leave transportation program, but not both.

2. Dependent. The dependent of a uniformed member serving an accompanied tour at the FEML PDS is eligible for FEML if:

a. Command-sponsored, and

b. Resides with the member at the FEML PDS (a dependent student (see par. U5243) attending school away from the PDS (e.g., in the CONUS) resides with the member for FEML authorization).

NOTE: Travel from the school to the designated FEML location or an alternate destination to join the family while on FEML may be authorized. The transportation cost from the school to the designated FEML destination or to an alternate location may not exceed the Government's cost had the dependent traveled from the OCONUS PDS to the designated FEML destination.

C. Limitation

1. Number of FEML Trips

a. The number of FEML trips an eligible member/dependent may take depends on the member's tour length, as shown in the table below:

Tour Length	Number of FEML Trips Authorized
a. At least 24 months, but less than 36 months	1
Tour <i>extended</i> at least 12 months	1 additional
b. At least 36 months.	2
Tour <i>extended</i> for any length of time	0 additional

b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.

c. Personnel taking IPCOT assignments are authorized additional FEML trips based on the above table. For example, if the member's tour was 36 months, two FEML trips were authorized during that 36-month tour. If the member then serves a 36-month IPCOT, the member would be eligible for two FEML trips during that second 36-month tour.

2. Time Limitation. FEML travel by a member/dependent should not be performed within 6 months of the beginning or the end of the 24- or 36-month tour. FEML travel by a member/dependent should not be performed within 3 months of the beginning or the end of a 12-month extension to a 24-month/less

than 36-month tour. Major commands are authorized, on a case-by-case basis, to waive the six-month or three-month rule when appropriate. ***NOTE: Major Commands are those ordinarily commanded by 4-star (3-star for Marine Corps) flag officers.***

3. FEML Can Be Combined with other Travel. ***FEML may be taken ICW any other funded leave transportation program or official travel.***

D. FEML Locations/Destinations. A list of USD (P&R) authorized FEML locations/destinations is in Appendix S.

1. FEML Location. A PDS, from which FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination authorized for a FEML PDS is listed in Appendix S. Locations shown are 'authorized' until removed from the list (regardless of the re-certification date shown next to the destination). ***NOTE: Changes made to the JFTR, but not in print may be found at <http://perdiem.hqda.pentagon.mil/perdiem/> under the 'Travel Regulation' tab and 'immediate changes'.***
3. Alternate Destination(s). A destination location, or multiple destination locations, (in lieu of the authorized destination listed in Appendix S) a member selects. Travel to and from the alternate location(s) is official travel, and therefore contract city pair fares ***may*** be available for use. ***If the member travels to a more expensive alternate destination city pair fares are not authorized to the alternate destination.***

NOTE: The locations and transportation costs used in the following examples are for illustrative purposes only and may not reflect current costs.

Example 1	
A member's PDS is in Bahrain and the authorized destination is Frankfurt, Germany.	
There is no city-pair airfare to Frankfurt, Germany.	
The policy-constructed airfare (see Appendix A) (incorporating some city-pair airfare connections) is \$1,200.	
The member desires to utilize FEML to Boston, MA.	
City-pair airfare to Boston:	\$1,400
Policy-constructed airfare to Boston:	\$1,600
Since travel to Boston, MA, is more expensive than travel to Frankfurt, Germany the city-pair airfare may not be used to Boston. The member is financially responsible for the additional cost (\$1,600 - \$1,200 = \$400).	

Example 2	
A member's PDS is in Brazil and the authorized destination is Miami, FL.	
City pair trip cost:	\$980
The member desires to utilize FEML to St. Louis, MO.	
City-pair airfare to St. Louis is:	\$840
Since travel to St. Louis, MO, is less expensive than travel to the Miami FL, the member is authorized city-pair airfare to St. Louis (\$840) NTE the \$980 cost to Miami.	

4. Location Designation/Recertification

a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DOD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;

- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP); and
 - (4) U.S. Coast Guard: Commandant (CG-12), U.S. Coast Guard.
- b. Designation Requests. DOD Services forward designation requests through Combatant Command channels to USD (P&R) IAW DODI 1327.6 (Leave and Liberty Procedures). Guidance on re-certification of FEML location/destination designations is in DODI 1327.6.
- c. Recertification Requests. Forward recertification requests through Combatant Command channels to reach USD (P&R) *before* the indicated recertification date shown in Appendix S.

E. Transportation

1. Member/Dependent. The member and dependent may travel together or independently.
2. Restrictions. A member/dependent(s) taking a FEML trip:
 - a. Must use military air transportation on a space available basis if reasonably available to the authorized/ alternate destination, or
 - b. May use commercial air transportation if military air transportation is not reasonably available, and
 - c. May not use cruise or tour packages.

NOTE: Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.

3. Procurement. The Government or the member may purchase commercial air transportation. See par. U3120.
4. Reimbursement
 - a. Transportation and expenses (i.e., ground transportation) between the member's PDS and the authorized air terminal may be reimbursed. *See par. U3320, and Chapter 3, Part E.*
 - b. Reimbursement for transportation to alternate destination(s) cannot exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination plus the cost of ground transportation as noted in a. above.

5. Transportation Funded by a Host Government. *If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.*

F. Per Diem. *Per diem, meal tickets, and reimbursement for meals and lodging are not authorized for FEML.*

U7210 CONVALESCENT LEAVE TRANSPORTATION (37 USC §411a)

A. Authorization. A member is authorized transportation allowances (no per diem) for one trip when traveling for convalescent leave for illness/injury incurred while eligible for hostile fire pay under 37 USC §310 from the:

1. CONUS place of medical treatment to a place selected by the member and authorized/approved by the Secretarial Process, and
2. Member-selected place to any place of medical treatment.

NOTE: Additional trips may be authorized, if deemed necessary by the attending physician and authorized through the Secretarial Process.

B. Transportation Allowances. A member performing travel under par. U7210-A may select:

1. Transportation-in-kind;
2. Reimbursement for the commercial transportation cost when the member travels at personal expense (see Chapter 3, Part B and par. U5116-D), ***NOTE: IAW par. U3120-A1, it is mandatory policy that a member uses an available CTO/TMC to arrange official travel, including transportation and rental cars, except when authorized IAW par. U3110; or***
3. The TDY automobile mileage rate for the official distance.

NOTE: Government/Government-procured transportation must be furnished and used to the maximum extent practicable.

C. Reimbursement

1. Commercial transportation reimbursement is subject to Chapter 3, Part B, for land travel and par. U5116-D for transoceanic travel.
2. Reimbursement is prescribed in par. U5105-E2 when land travel is performed partly at personal expense and partly by transportation-in-kind.

D. Restrictions. ***Per diem, meal tickets, and meals and lodging reimbursement are not authorized for convalescent leave travel.***

U7215 SHIP RELOCATED DURING AUTHORIZED ABSENCE

A. Authorized Allowances. A member is authorized travel and transportation allowances for a portion of return travel to the assigned ship that relocates during an absence on authorized leave or liberty (pass), but only if the member is not notified of the relocation before departure on leave or liberty (pass). ***Exception: A member who departed the ship on emergency leave while the ship was in its home port is authorized allowances under par. U7215 even if the member knew of the ship's relocation before departing on emergency leave.***

B. Limitation. A member is authorized travel and transportation allowances for the additional cost, if any, to return to a ship's new location over that required to return to its old location. Reimbursement is limited to the additional cost and may not exceed the transportation cost between the ship's old and new locations.

C. Reimbursement. Travel and transportation allowances are the same as if traveling on TDY. If return to a relocated ship requires transoceanic travel, transportation-in-kind is authorized for the travel. The Government/Government-procured transportation financial obligation is limited to the transportation cost between the ship's old and new locations. The member is financially responsible for any additional cost. ***If, when the member travels back to the ship, the transportation cost exceeds the transportation cost between the ship's old and new locations, city-pair fares are not authorized for use.***

U7220 RECALL FROM LEAVE

A. Member's Responsibility. Except as prescribed in par. U7220-B a member en route to or at a leave location, who is ordered to return to a duty station (permanent or TDY) for duty, must bear the cost of returning. If leave is interrupted for TDY away from the PDS, see par. U4105-F.

B. Recall for Operational Reasons

1. Authorization. An eligible member is authorized TDY per diem, transportation, and reimbursable expenses (computed as if returning to a PDS from TDY) for travel:

- a. Beginning the day they depart from the leave location or place they receive an order canceling leave, and ending on the arrival day at the duty station; and
- b. If authorized to resume leave, beginning the day they depart from the duty station, and ending on the arrival day at a leave location no farther distant from the duty station than the place they received the order canceling leave.

No per diem allowances accrue for duty at the PDS.

2. Eligible Member. An eligible member is one who departs from a duty station (permanent or TDY) on authorized leave and are recalled to the same duty station because of:

- a. Actual contingency or emergency war operations, or
- b. An urgent, unforeseen circumstance (and the authorized leave is for 5 or more days):
 - (1) Within 24 hours of departure, or
 - (2) More than 24 hours after departure, if the commanding officer authorizes/approves after determining that:
 - (a) A substantial portion of the scheduled leave period has been eliminated by the recall, or
 - (b) The purpose of the leave has been defeated (60 Comp. Gen. 648 (1981)).

CHAPTER 9**STATION ALLOWANCES (OCONUS COLA AND TLA)****PART A: DEFINITIONS**

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PART B: COST-OF-LIVING ALLOWANCE (COLA)**U9100 COLA**

A. Purpose. COLA is authorized to assist a member in maintaining the purchasing power of the discretionary portion of spendable income while assigned to an OCONUS PDS. COLA is derived by comparing the OCONUS cost-of-living with the CONUS cost-of-living. *Allowances to cover official entertainment expenses are not authorized by 37 USC §405 and are not included in this Volume.*

B. Allowances Payable. The COLA index for each OCONUS location is shown in Appendix J. COLA rates are based on the member's PDS except when the ship's home port is the PDS for COLA purposes, see par. U9200; when a dependent resides at a location other than the PDS in conjunction with an unaccompanied assignment, see par. U9205; or when a dependent is evacuated, see par. U9215.

C. COLA Calculation. COLA is prescribed as a daily rate. It is computed by using the member's annual income (as determined by the member's grade, years of service, and dependency status) to identify the member's annual spendable income (as determined by the number of command sponsored dependents) which, when multiplied by the authorized COLA index determines the annual COLA. For detail computation steps, see Appendix J.

D. COLA Unique Expenses. In some OCONUS locations members incur expenses for items that are not incurred in CONUS. Under the procedures in Appendix J, Part II, reimbursement may be authorized for specific locations and specific types of expenses.

U9105 COLA START/STOP

A. Start. COLA generally starts on the day a member reports to a new PDS or the day a dependent arrives prior to the sponsor, as specified in par. U9220. COLA starts on the day after the member's reporting day if, on the reporting day, a member is authorized 'MALT-Plus' per diem.

B. Stop. COLA stops:

1. The day before the member departs in compliance with a PCS order, or
2. The day before the home port change effective date (from OCONUS) of the ship or unit to which the member is assigned (see item 3 below for the exception),

Unless:

1. An extension is authorized through the Secretarial Process under par. U9220,
2. COLA is authorized during a PCS between PDSs in close proximity under par. U9110, or
3. Member without Dependent Undergoing a Home Port Change. Ordinarily COLA based on the rate for the old home port stops on the day before the home port change effective date and COLA based on the rate for the new homeport begins on the home port change effective date. However, if a member without dependent is undergoing a home port change and the ship delays at the old home port after the home port change effective date (i.e., does not depart from the old home port before/on the home port change effective date) and quarters on board the ship are not available (e.g., ship dry docked) a member without dependent is authorized COLA based on the old home port until the day the member moves back aboard the ship.

U9110 COLA INCIDENT TO PCS BETWEEN PDSs IN CLOSE PROXIMITY

When a member is ordered on a PCS between PDSs located in close proximity (with no intervening PDS) and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, COLA continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited. A member ordered on PCS with TDY en route is paid COLA during that period. If the COLA rate differs between the old and new PDSs, the rate for the old PDS is paid through the day before the member reports to the new PDS.

U9115 COLA FOR A MEMBER WITHOUT DEPENDENT

*A. Reduced COLA. A reduced COLA is paid to a member when both Government quarters and a Government dining facility/mess are available. It is a reduced percentage rate (rounded to the closest penny) of the COLA rate computed IAW Appendix J for a member with 0 dependents living in private sector housing. The rate for Reduced COLA is:

Present to 30 September 2009	47%
1 October 2009 – 30 September 2010	53%
1 October 2010 – 30 September 2011	58%
1 October 2011	63%

*B. Government Dining Facility/Mess Availability

NOTE 1: For COLA purposes – If the member purchases meals, or receives meals at no cost at a Government dining facility/mess (see par. U9000-E and Appendix A), then a Government dining facility/mess is available. Payment of BAS is independent of the reality of the Government dining facility/mess being available.

****NOTE 2: The decision on COLA authorization for a member with 0 dependents vs. the Reduced COLA rate in items 2 and 3 below is predicated on whether or not the dining facility/mess is actually available to the member and whether or not the member is expected to purchase food for preparation in the Government living quarters/barracks/dormitory (barracks)/shipboard quarters based on the meal preparation facilities in the Government quarters. If the commander authorizing COLA expects the member to cook and consume meals in the Government quarters, then COLA for a member with 0 dependents is authorized. However, if the member continues, or is expected to continue, to eat the majority of meals in the Government dining facility/mess because meal preparation in the Government quarters is not expected, the Reduced COLA rate is authorized, regardless of whether or not BAS is paid to the member. A member, who routinely eats 2 or more meals a day in the dining facility/mess whether or not receiving BAS, should be receiving Reduced COLA rate.***

*1. Member with Government Quarters and Government Dining Facility/Mess Available. A member who has Government quarters available at the PDS (including aboard a ship) and a Government dining facility/mess available, is authorized the Reduced COLA rate. ***The presence of a non-command-sponsored dependent at or near the PDS is not a reason for a member to receive COLA at the 0-dependent rate.*** In that situation, the member is still only authorized Reduced COLA rate.

2. Member with Government Quarters Available but without a Government Dining Facility/Mess Available. A member who has Government quarters available but who does not have a Government dining facility/mess available for 3 meals a day at the PDS is authorized COLA at the rate specified in Appendix J for a member with 0 dependents.

3. Member with Government Quarters Available but for Whom Government Dining Facility/Mess Use is Impractical. A member who has Government quarters available, but whose commanding officer, or the commanding officer's designee, furnishes a statement that Government dining facility/mess use is impractical, is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.

4. Enlisted Member Authorized to Mess Separately. An enlisted member for whom Government quarters are not available and who is authorized to mess separately (i.e., away from a Government dining facility/mess), is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.
5. Member-Married-to-Member Couple Maintaining a Joint Residence. A member, who is authorized to mess separately and who maintains a joint residence with the spouse who also is a member, is authorized COLA computed as indicated in Appendix J for a member with 0 dependents. Also see par. U9210.
6. Member Authorized to Occupy Other Than Government Quarters. A member in grade E-7 or higher, who has no dependent, has elected to not occupy Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
7. Member without Dependent Who Elects Not to Occupy Inadequate Government Quarters. A member in grade E-6, who has no dependent, has elected to not occupy *inadequate* Government quarters, and who is occupying private sector housing is authorized the COLA computed as indicated in Appendix J for a member with 0 dependents.
8. Member Who Has No Dependent and Is Assigned to a Ship. A member who:
 - a. Has no dependent,
 - b. Is assigned to permanent duty aboard a ship,
 - c. Is in grade E-6 or above and elects not to occupy assigned shipboard Government quarters, or in the grade of E-4 or E-5 and is authorized to not occupy assigned shipboard Government quarters, and
 - d. Occupies private sector housing,is authorized COLA computed as indicated in Appendix J for a member with 0 dependents.
9. Both Spouses below Grade E-6 Assigned to Sea Duty. Each member of a member-married-to-member military couple (both below grade E-6) is authorized COLA as specified in Appendix J for a member with 0 dependents if the spouses:
 - a. Have no other dependent,
 - b. Are assigned to permanent duty aboard ship(s),
 - c. Elect to not occupy assigned shipboard quarters, and
 - d. Occupy a private sector housing.
10. Member in Confinement. A member without dependent is not authorized COLA while in a confinement status serving a sentence as a result of disciplinary action.

*C. Leave Periods. If a member without dependent takes leave in CONUS, COLA continues for the first 30 days and stops as of day 31. If COLA is stopped, it starts again the day the member returns to the PDS from leave. If a member without dependent takes OCONUS leave, COLA continues during the entire leave period.

U9120 NON-COMMAND-SPONSORED DEPENDENT IN PDS VICINITY

A member, who is serving an unaccompanied tour at an OCONUS PDS, but is accompanied or joined by a non-command sponsored dependent, is not authorized with-dependent COLA even if the dependent's presence leads the member to choose not to use an available Government dining facility/mess. The member is authorized COLA the

same as any other member without dependent under par. U9115-A under the same conditions. If the member changes the tour election and agrees to serve the accompanied tour, with-dependent COLA under par. U9130 starts on the date the dependent is command-sponsored.

***U9125 FRACTIONAL COLA FOR A MEMBER-WITHOUT-DEPENDENT**

A member without dependent:

*1. On duty at a PDS where a Government dining facility/mess is available (member is receiving the Reduced COLA rate), and

*2. Whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other unit having an assigned home port (as opposed to an assigned permanent duty station) outside CONUS) during one or more meals,

is authorized a pro rata share of the without-dependent COLA for each meal not furnished in a Government mess in addition to the reduced COLA authorized in par. U9115-A1. The commanding officer, or an officer designated by the commanding officer for that purpose, must validate that the meals are not furnished. The amount payable is obtained by applying the percentages indicated in the following table for the meals involved to the daily COLA rates computed IAW Appendix J for a member with 0 dependents for the PDS, or in the case of a member assigned to a ship or other unit having an assigned OCONUS home port, the COLA for the place where the meals are taken.

*Through 30 September 2009	
<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	10%
Noon	20%
Evening	20%

*1 October 2009 – 30 September 2010	
<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	9%
Noon	19%
Evening	19%

*1 October 2010 – 30 September 2011	
<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	8%
Noon	17%
Evening	17%

*1 October 2011	
<u>Meal Involved</u>	<u>Applicable Percentage</u>
Morning	7%
Noon	15%
Evening	15%

U9130 COLA FOR A MEMBER WITH DEPENDENT

A. General. A member with dependent is authorized COLA based on the number of command-sponsored dependents at the PDS (see par. U9210 for authorization for member-married-to-member couples) regardless of Government dining facility/mess availability (including aboard ship), except:

1. For any day in excess of 30 consecutive calendar days that a member accompanied by *all* dependents is on leave in CONUS;
2. When any dependent returns to CONUS for a temporary period in excess of 30 consecutive calendar days, the COLA payment beginning on the 31st day that a dependent is in CONUS is reduced to the rate specified in Appendix J for the number of dependents remaining at the PDS;
3. When a dependent departs the PDS vicinity and returns to CONUS to attend school, the payment is reduced as of the day following the departure day to the rate specified in Appendix J for the number of dependents remaining at the PDS; or
4. When one or more (but not all) dependents depart the PDS vicinity and early/advance-return to CONUS, the OCONUS COLA payment is reduced as of the day following the dependents' departure to the rate specified in Appendix J, for the number of dependents remaining. If all the dependents early/advance-return to CONUS, the member becomes a member without dependent and the OCONUS COLA at the with-dependent rate terminates the day before the dependents depart the member's PDS. See pars. U8024 and U8026 for CONUS COLA payment when all the dependents early/advance return at Government expense.
5. When in a confinement status as a result of disciplinary action, the member is authorized COLA for dependents only at the rate specified in Appendix J for the number of dependents who continue to reside in the PDS vicinity.

B. Home Port Changes. If a member:

1. Is currently assigned to a ship or other fleet unit with an announced home port change, or
2. Is in receipt of a PCS order to a ship or other fleet unit with an announced home port change, and
3. Dependents are authorized to travel to the new home port,

the new home port is the member's PDS for COLA purposes (65 Comp. Gen. 888 (1986)).

C. PCS Order Amendment Changes the PDS. When, before joining dependents who have arrived at or in the vicinity of a new PDS OCONUS and on whose behalf COLA has been authorized, a member receives a PCS order amendment naming a different PDS, COLA at the original PDS rate ends on the dependents' departure day for the newly designated PDS. COLA at the initial PDS can extend beyond 60 days after the effective date of the amended order only if specifically authorized/approved through the Secretarial Process. COLA at the new PDS rate based on the number of command sponsored dependents begins on the dependents' arrival day.

U9135 GEOGRAPHIC COLA LOCATIONS

The PDS geographic location governs the COLA index payable unless otherwise specified. Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: <http://perdiem.hqda.pentagon.mil/perdiem/>.

U9140 COLA REPORT SUBMISSION

For COLA report submission, see Appendix M.

U9145 COLA FOR A RESERVE COMPONENT MEMBER

Effective for a Reserve Component member called/ordered/entering active duty on/after 6 January 2006.

NOTE: *New rules apply for a Reserve Component member called/ordered to active duty for more than 30 days and who began to serve on active duty on/after 6 January 2006. If the active duty began prior to 6 January 2006,*

the new rules do not apply even if the member's continuous service extends beyond 6 January 2006. A member whose service was extended on/after 6 January 2006, through amended or modified orders, and serves more than 30 days from the extension order, is authorized allowances under the new rules effective the date of the extension.

A. General. A Reserve Component member, called/ordered from an OCONUS residence to active duty/ADT, is authorized COLA in the circumstances described in pars. U9145-B and U9145-C. When a member is authorized COLA at the with-dependent rate for the PLEAD, there is no command-sponsorship requirement. The member must reside permanently in the area concerned at the time called/ordered to active duty (55 Comp. Gen. 135 (1975)).

B. Called/Ordered to Active Duty for More Than 30 Days. A Reserve Component member called/ordered to active duty from an OCONUS location for 31 or more days is authorized COLA for the principal residence location at the time called/ordered to active duty beginning on the first active duty day. This rate continues for the tour duration except as noted below.

1. Called/Ordered to Active Duty-for-Training for 140 or More Days. The initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. Authorization for COLA for the PDS location begins on the day the member reports at that location. A member called/ordered to ADT from a CONUS location for 140 or more days at one location is authorized COLA in the same manner as a member already on active duty.

2. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days. Except as provided in par. U9145-B3, the initial rate terminates on the day before the day the member reports at the duty location prescribed in the active duty order. PDS location COLA authorization begins on the day the member reports at that location. A member called/ordered to active duty-for-other-than-training from a CONUS location for more than 180 days at one location is authorized COLA in the same manner as a member already on active duty.

3. Called/Ordered to Active-Duty-for-Other-Than-Training for More Than 180 Days but Not Authorized HHG Transportation. Except when HHG transportation is authorized, a Reserve Component member called/ordered to active-duty-for-other-than-training for more than 180 days at one location, away from the member's OCONUS principal place of residence (at the time called/ordered to active duty) is:

- a. Assigned to duty at that residence, and
- b. Paid COLA at that location rate.

HHG transportation under a TDY order IAW Chapter 4, Part H, does not affect this authorization. COLA authorization begins on the first active duty day.

C. Called/Ordered to Active Duty for Less than 31 Days. A Reserve Component member called/ordered to active duty from an OCONUS location for less than 31 days is authorized COLA if the call/order to active duty is:

1. In support of a contingency operation (see Appendix A for definition of "CONTINGENCY OPERATION"); or
2. Whenever there is no per diem authority.

The member is authorized COLA at the rate prescribed for the member's principal place of residence location at the time called/ordered to active duty. See 55 Comp. Gen. 135 (1975).

5. A member in grade E-6 or above is authorized to receive BAH after reporting to a deployed ship or afloat unit. A member TDY to the ship or afloat unit is also authorized BAH/OHA after reporting to the deployed ship or afloat unit if in receipt of BAH/OHA at the PDS before beginning TDY. A member in grade E-4 or E-5, without a dependent, assigned to sea duty may be authorized BAH/OHA if appropriate considering the availability of quarters for E-4s and E-5s. Effective 1 October 2003, member-married-to-member couples in grades E-5 and/or below are authorized BAH/OHA at the without-dependent rate applicable for their appropriate grades. ***Service regulations do not affect this last authorization.*** See par. U10400-E for requirements.
6. For a member below grade E-7, authorization does not exist during TDY if quarters are assigned or furnished at the PDS, even though the quarters are vacated at the beginning of the TDY.
7. See par. U10416 for transit rules.
8. Neither pretrial confinement/pretrial restraint (which is not punishment) other than confinement nor an adjudged court-martial sentence that includes restriction alone (which is not confinement) affects a member's BAH authorization. This rule does not address a member's authorization for a housing allowance when the member is confined by civil or foreign authorities. See par. U10420.
9. Confinement imposed pursuant to a court-martial sentence begins to run from the date the sentence is adjudged. (10 USC §857(a), (b)).

U10402 MEMBER WITH DEPENDENT

A. When Authorized BAH or OHA. Except for a member paying child support and assigned to Government quarters a member with dependent, who is entitled to basic pay, is authorized BAH or OHA at the rate prescribed for a member with dependent when:

1. Adequate Government quarters are not furnished for the member and dependent without a rental charge payment.
2. Adequate Government quarters are not furnished for the member's dependent, or all of the member's dependents are prevented by competent authority from occupying such quarters, even though quarters are assigned for the member's occupancy. This does not apply to the provisions of par. U10122.
3. A dependent is not en route or does not accompany the member to the PDS, or the vicinity thereof, so as to preclude assignment of family quarters. Under such circumstances, the mere availability of quarters which could have been assigned does not negate the right of a member to the BAH or OHA for a dependent. See Tables U10E-6, U10E-12, U10E-13, and U10E-14 for the location to be used in determining the member's BAH or OHA authorization.
4. Effective 2 February 2005, a single or divorced member who maintains legal and physical custody of a child(ren) before receipt of a PCS order to an unaccompanied tour may continue to be paid BAH at the with-dependent rate, for last PDS, or designated place for certain periods if the requirements of par. U10402-A are met. The divorce decree must be specific on the time period(s) the member has legal and physical custody. BAH at the with-dependent rate is authorized only for the time period the member would have the custody of the child(ren) if not serving on the unaccompanied tour. The member must, for military necessity, place the child(ren) in the physical custody of a relative or care giver designated by the member, to be authorized BAH or OHA at the with-dependent rate.

NOTE: A member, who is a member with dependent for housing purposes solely because the member is paying child support, is not authorized a housing allowance other than BAH-Diff if the member is assigned Government quarters; or to sea duty unless in a grade above E-3 and, is authorized to, and elects to not occupy assigned unaccompanied Government quarters.

B. Location Rate. Ordinarily a housing allowance is paid based on the member's PDS, or the home port for a member assigned to a ship or afloat unit. However, the Service may determine that a member's assignment to a PDS or the circumstances of that assignment requires the dependent to reside separately. The Secretary Concerned or the Secretarial Process, at Service discretion, may authorize/approve a housing allowance based on the dependent's location or old PDS.

1. Low/No Cost Moves. A Service may pay BAH or OHA based on the old PDS rate in situations involving low/no cost moves and for situations in which the member and dependent are residing separately. The Secretarial Process determines if it is inequitable to pay BAH or OHA based on the new PDS. When a member is ordered on a PCS between PDSs located in proximity and, at the new PDS, the member continues to commute from the residence occupied while at the old PDS, OHA or BAH continues for the time between the member's detachment from the old PDS and reporting to the new PDS, unless otherwise prohibited in this Chapter. A member ordered on PCS with TDY en route is authorized OHA or BAH during that period, see par. U10416. If a member is reassigned under the conditions of a low-cost or no-cost PCS and not authorized a HHG move, OHA or BAH is based on the rate for the old PDS if:

- a. Requested by the member, and
- b. The Secretarial Process determines that it would be inequitable to base the allowance on the housing cost in the new PDS area to which the member is reassigned.

2. Unaccompanied/Dependent Restricted OCONUS Assignments

- a. Effective 1 July 2001, BAH or OHA is based on the old PDS in a situation in which member is making a PCS to a dependent restricted/unaccompanied OCONUS assignment and the dependent remains at the member's old PDS. See Table U10E-6, rules 1 and 2.
- b. If the dependent of a member, assigned to an unaccompanied tour, move to a designated place, the member is authorized BAH/OHA based on the dependent's location. ***Payment based on the old PDS is not authorized.***

3. Member Assigned to Duty Aboard a Ship or Other Afloat Unit. A member with dependent assigned to duty aboard a ship or other afloat unit is authorized a with-dependent allowance when supported by a statement of the member's commanding officer, or an officer designated by the commanding officer for that purpose, that the dependent has established a residence at or in the home port vicinity. The applicable with-dependent allowance is payable in such cases even though the member is being quartered in kind aboard ship or with the member's afloat unit. The rate payable is the rate applicable to the ship's or afloat unit's home port.

4. Home Port Changes. If a member:

- a. Is currently assigned to a ship or other afloat unit with an announced home port change, or
- b. Is in receipt of a PCS order to a ship or other afloat unit with an announced home port change, and
- c. The dependent is authorized travel to the new home port,

*change the housing allowance to the new home port rate on the home port change effective date prescribed by the Service.

5. Examples of location rate changes routinely authorized/approved

- a. The member is assigned to a PDS in an area at which sufficient housing quantities do not exist;

MEMBER IN TRANSIT			
Table U10E-12 (continued)			
R U L E	If the member	and	then (<i>NOTES 1 and 2</i>)
16	is participating in the Educational Leave Program Relating to Continuing Public and Community Services		Start BAH/OHA based on the designated unit of assignment during scheduled school breaks or periods of leave (only when member is authorized BAH/OHA).
17	in receipt of an appropriate order associated with a prolonged hospitalization determination	member was transferred from any PDS to a hospital in the U.S. for observation or treatment	Start BAH (for member authorized BAH) based on the hospital location to which the member has been transferred.

NOTES:

- 1. The member is not authorized BAH/OHA if assigned Government quarters adequate for the member and dependent (if applicable). Start BAH/OHA effective the date of termination of quarters, if applicable.*
- 2. If the member has a Secretarial waiver to pay BAH based on the previous PDS, or the dependent's location, then continue that rate until the member arrives at the new PDS. If a Secretarial waiver is for an OHA location, continue the OHA rate if the dependent remains at the OHA location.*

U10418 MEMBER IN A MISSING STATUS

*A. Member without Dependent. A member without dependent carried in a missing status is authorized without-dependent BAH. Pay without-dependent BAH based on the PDS location for a member whose PDS is in the U.S. If the member had a Secretarial waiver to receive BAH based on a former PDS due to a low-cost or no-cost PCS (par. U10400-B), that Secretarial waiver-based BAH rate continues. Pay without-dependent BAH based on the HOR location for a member whose PDS is outside the U.S. If both the member's HOR and PDS are outside the U.S. then pay the without-dependent BAH-Transit rate. See DODFMR, Vol. 7A, par. 340302.

B. Member with Dependent. A member with dependent continues to receive the housing allowance to which authorized upon entering the missing status. If the dependent relocates, pay the with-dependent housing allowance appropriate for the dependent's location.

U10420 MEMBER IN CONFINEMENT

When a member who is serving a court-martial sentence to confinement is transferred to a confinement facility, then the BAH/OHA rate is based on the dependent's location if the member is authorized a housing allowance (other than partial BAH) while confined. See DODFMR, Vol. 7A, Chapter 1. For FSH, see JFTR, Table U10E-11, rule 9. For a member without dependents who is sentenced to confinement pursuant to a court-martial, see Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 for BAH-partial rules. Table U10E-11, rule 9, Table U10E-1, rule 22 and pars. U10010-B7 and U10010-B8 do not apply to a member in civil or foreign confinement. A member is not authorized a housing allowance unless authorized basic pay and all rules concerning whether a member in civil or foreign confinement (including pre-trial) is authorized basic pay are covered in DODFMR, Vol. 7A, Chapter 1.

U10422 HOUSING ALLOWANCE FOR A MEMBER IN A NONPAY STATUS

A. Unauthorized Absence. For a period not to exceed 2 months from the first day of absence, a housing allowance at the rate being credited a member in grades E-1, E-2, E-3, and E-4 (4 or fewer years' service) at the time absence commenced may be paid to a dependent on whose behalf BAH or OHA was claimed prior to commencement of the absence, if all of the following conditions exist:

1. The member has been in an unauthorized absence status for more than 29 consecutive days.
2. The dependent applies for payment of BAH or OHA and the application is received by appropriate authority within 3 months after the date absence commenced. In the case of a dependent living outside the U.S. and claiming OHA, a copy of the current lease agreement must be included. Housing expenses must be incurred for OHA payment.
3. If the Service Concerned fails to provide timely notice to dependents of their right to apply for BAH/OHA, a waiver of the 3-month stipulation in par. U10422-A2, may be granted on a case-by-case basis by the authority specified in par. U10422-B1. If such a waiver is granted, payment may only be made on those applications received within 2 months after the dependent is properly notified of the right to submit such an application.
4. No positive information has been received that the dependent is residing with or has joined the member at the place of absence.
5. If a member is assigned Government family-type quarters (adequate or inadequate), no payment of BAH or OHA may be made. Payment of BAH or OHA may not be made directly to the member on behalf of a dependent. Payment must be made only to the dependent.

B. Pretrial Confinement in a Foreign Country. For a member in pretrial confinement in a foreign country, payment of BAH or OHA is authorized as follows:

1. An enlisted member in grade E-1, E-2, E-3, or E-4 (4 or fewer years' service). Payment is authorized for a period not to exceed 2 months under the conditions stated in par. U10422-A above. For any subsequent months there must be showing of hardship on the dependent and approval on a case-by-case basis as follows:

a. Army:

Director, DFAS-PM/TA/IN
8899 East 56th Street
Indianapolis, IN 46249-2301

b. Navy:

Deputy Chief of Naval Operation (N130)
2 Navy Annex
Washington, D.C. 20370-2000

c. Air Force:

HQ USAF/A1SF
1040 Air Force Pentagon (Room 4E235)
Washington, D.C. 20330-1040

d. Marine Corps:

Commandant of the Marine Corps (MRP-1)
3280 Russell Road
Quantico, VA 22134-5143

NOTE 2: When the term "overseas area" or "OCONUS area" is used, it relates to more than one geographical locality and may include a continent, or the area comprising command jurisdiction, or the entire OCONUS area.

GOVERNMENT. The Government of the U.S. and the Government of the District of Columbia.

GOVERNMENT ADMINISTRATIVE RATE SUPPLEMENT (GARS). A reimbursable expense charged by rental car companies for costs incurred unique to doing business with the U.S. Government.

GOVERNMENT AIRCRAFT. Any aircraft owned, leased, chartered or rented and operated by an executive agency.

GOVERNMENT-CONTRACT RENTAL AUTOMOBILE. An automobile obtained for short-term use from a commercial firm under the provisions of an appropriate GSA Federal Supply Schedule contract.

GOVERNMENT-SPONSORED CONTRACTOR-ISSUED TRAVEL CHARGE CARD. *See GOVERNMENT TRAVEL CHARGE CARD.*

GOVERNMENT-CONTROLLED QUARTERS. Quarters, other than Government or privatized quarters, under the jurisdiction of a uniformed service (e.g., Ministry of Defense (MOD) leased quarters) for which the Government controls occupancy.

GOVERNMENT CONVEYANCE. Equipment owned, leased, or chartered, for transportation on land, water, or in the air, expressly for Government use. This includes aircraft on loan to or owned by an Aero Club and AMC categories B and M air travel. ***NOTE:*** A Government-owned ship totally leased for commercial operation or a rental vehicle as referred to in par. U5320-D (Personally procured moves) is not a Government conveyance (52 Comp. Gen. 936 (1973)).

GOVERNMENT DINING FACILITY/GOVERNMENT MESS. A generic term used in lieu of Government mess, general mess, dining hall, dining activity, mess hall, galley, field kitchen, flight kitchen, or similar terms used to describe dining facilities funded by appropriated funds. (Excludes activities operated by non-appropriated fund instrumentalities such as an officer's mess, club, organized mess and all similar terms.) If used by or made available to the member includes:

1. A general or Service organizational mess, including messing facilities of a state-owned National Guard Camp ***NOTE:*** A dining facility/mess established and operated primarily for enlisted member subsistence is not included for officers unless the mess is used by, or made available to, them.;
2. Marine Corps officers' field ration dining facility, an officers' wardroom mess, or warrant officers' and chief petty officers' mess afloat; or
3. Box lunches, in flight meals, or rations furnished by the Government on military aircraft.

NOTE: In-flight snack meals purchased at the member's option before boarding a military aircraft and meals furnished by commercial air carriers (including AMC charter flights) are not meals furnished by a Government dining facility/mess.

GOVERNMENT-FURNISHED AUTOMOBILE. An automobile (or "light truck," as defined in 41 CFR 101-38 including vans and pickup trucks) that is:

1. Owned by an agency;
2. Assigned or dispatched to an agency on a rental basis from a GSA interagency motor pool; or
3. Leased by the Government for 60 days or longer from a commercial firm.

GOVERNMENT-FURNISHED VEHICLE. A Government-furnished automobile or a Government aircraft.

***GOVERNMENT MEAL RATE.** The daily rate (discount or standard) charged for meals in a Government dining facility. Effective 1 January 2008.

1. Discount Government Meal Rate: \$8.35 per day
2. Standard Government Meal Rate: \$9.80 per day

NOTE: *Also see DISCOUNT GOVERNMENT MEAL RATE.*

GOVERNMENT MESS. *See GOVERNMENT DINING FACILITY/GOVERNMENT MESS.*

GOVERNMENT-PROCURED TRANSPORTATION. Transportation obtained directly from a commercial carrier with a document issued by an appropriate Government official.

GOVERNMENT QUARTERS.

NOTE: *Privatized housing, of any style or type and in any location, is not Government quarters.*

A. Government Quarters. The following are Government quarters:

1. Sleeping accommodations (including aboard a ship) owned, operated, or leased by the U.S. Government;
2. Lodgings or other quarters obtained by U.S. Government contract;
3. Quarters in a state-owned National Guard camp;
4. Sleeping facilities in a National Guard armory when these facilities actually are used or competent authority directs their use for annual or year-round annual training even though not used;
5. Temporary lodging facilities as defined in this Appendix;
6. Lodging facilities on a U.S. Installation owned and operated by a private corporation, if the use of these facilities is directed by Service regulations;
7. Family-type housing owned/leased by the U.S. Government whether occupied as a guest or as a principal; and
8. Guesthouses, officers clubs, bachelor quarters, visiting officers' quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant or a Navy Mine Defense Laboratory offshore platform.

B. Adequacy Standards

1. DOD Services. Adequacy standards for DOD Services are prescribed by the Office, Secretary of Defense in DOD 4165.63-M, DOD Housing Management (see http://www.dtic.mil/whs/directives/corres/pdf/416563m_0993/p416563m.pdf), and implemented by appropriate Service regulations.
2. Non-DOD Services. See Service regulations.

GOVERNMENT TRANSPORTATION. Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169). An accountable Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided. See **TRANSPORTATION REQUEST**.

APPENDIX G: MISCELLANEOUS EXPENSES ON OFFICIAL TRAVEL

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
1. Check Costs. The cost of traveler's checks, money orders, or certified checks for up to the amount of estimated per diem, and/or AEAs, and/or travel expenses for the authorized travel.	X	X	X	X	X	X
2. ATM Use (UNIFORMED MEMBERS ONLY) a. Administrative fees for ATM use to obtain money with: (1) The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card), or (2) An ATM or personal charge card used by personnel exempt from the requirement to use the Government charge card for official travel, up to the amount authorized for an advance for the travel concerned. b. Reimbursement for ATM administrative fees related to use of an ATM or personal charge card is at the rates applicable to that card if an advance is not otherwise provided by cash or check. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DOD Financial Management Regulations", available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf , for information on personnel exempt from the requirement to use the Government charge card.	X	X			X	
3. ATM Use (CIVILIAN EMPLOYEES ONLY). Administrative fees for ATM use to obtain money with: a. The Government-sponsored Contractor-issued Travel Charge Card (i.e., Government charge card) up to the amount authorized for an advance for the travel concerned. b. An ATM or personal charge card are <i>not</i> reimbursable. See OSD Comptroller memo of 19 July 2002 and Volume 9, Chapter 3 of the "DOD Financial Management Regulations", available at: http://www.dtic.mil/comptroller/fmr/09/09_03.pdf , for information on personnel exempt from the requirement to use the Government charge card.			X	X		X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
<p>4. <u>Passports, Visas (including green cards), Photographs, Physical Examinations, and Legal Services</u></p> <p>a. <u>Passport Fees</u>. A traveler ordinarily travels on a no-fee passport. However, passport fees are reimbursable when travel on an official travel order/authorization is to and/or from a high threat area or high risk airport (see http://travel.state.gov/warnings_list.html) by commercial air and the traveler is authorized to obtain and use a regular fee passport. Those traveling solely by MILAIR or AMC charter flight are not reimbursed for regular fee passports unless Government transportation became available on short notice (that is, after commercial travel arrangements had been made and a passport purchased) or the travel priority is sufficiently high to require backup travel arrangements.</p> <p>b. <u>Fees for Visas (including green cards), Photographs for OCONUS Travel</u>. These fees are reimbursable ICW official travel. See JFTR, par. U1415 and JTR, par. C1415.</p> <p>c. <u>Physical Examination Fees</u>. These fees are reimbursable when required to obtain a visa and the examinations could not be obtained at a Government medical facility (as of 11/1/01 obtainable only in Yokosuka, Japan) (adapted from GSBICA 15435-RELO, 9 April 2001).</p> <p>d. <u>Travel Orders/Authorizations for Visas and Physical Examinations</u>. A travel order/authorization may be issued to authorize/approve travel and transportation at Government expense (see JFTR, par. U2115 and JTR, Ch 3, Part B) to:</p> <p>(1) A visa-issuing office located outside the local area of the traveler's PDS if the traveler's presence at that office is/was mandatory, and</p> <p>(2) Undergo a physical examination required to obtain a visa if travel is/was required to a location outside the local area of the traveler's PDS.</p> <p>e. <u>Legal Service Fees</u>. Expenses for legal services that include lawyer fees (except retainer fees) for obtaining and/or processing applications for passports or visas (including green cards) for TDY, PCS, or changes in status are reimbursable if local laws and/or customs require the use of lawyers in processing such applications.</p> <p>f. <u>Dependents' Fees</u>. Dependents' fee is reimbursable except in connection with personal travel. <u>Example</u>: The United Kingdom Entry Clearance Fee is a reimbursable fee.</p> <p>g. <u>Medical Fees</u>. Medical fees, even though incurred as a consequence of the entry requirements of a country to which the traveler is sent (either TDY or PCS), are not reimbursable, except for inoculations.</p>	X	X	X	X	X	X
5. <u>Birth Certificates</u> . The cost of birth certificates or other acceptable evidence of birth for OCONUS travel.	X	X	X	X	X	X
6. <u>Inoculations</u> . Charges for inoculations that are not available through a Federal dispensary for OCONUS travel (this does not include travel expenses incurred for obtaining the required inoculations) when authorized/or approved.	X	X	X	X	X	X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
7. <u>Lodging Taxes</u> (except when MALT PLUS per diem for POC travel is paid) in the CONUS and non-foreign OCONUS areas (see Appendix A). a. Tax reimbursement is limited to the taxes on reimbursable lodging costs (for example, if the authorized maximum lodging rate is \$60/night, and lodging that costs \$110/night is chosen, only the taxes on \$60 may be reimbursed, which is the maximum authorized lodging amount); and b. Taxes for lodging in foreign OCONUS areas are part of per diem/AEA and are <i>not separately reimbursable</i> .	X	X	X	X	X	X
8. <u>Currency Conversion Fees</u> . Travelers: a. Are <i>not authorized reimbursement</i> for losses, nor are they liable for gains, resulting from currency conversions (63 Comp. Gen. 554 (1984)). b. Who pay with credit cards for OCONUS expenses may desire to check with the credit card vendor to see what the final bill is in U.S. currency prior to travel claim submission. They can then use the currency exchange rate at which the credit card bill was settled to determine OCONUS expenses. c. May have to submit travel vouchers prior to having access to the actual amount billed on the credit card. When the actual amount in U.S. currency is not known until after the required travel claim submission date, travelers should make themselves aware of any financial regulations that require submission of a supplemental voucher if the amount(s) submitted as expenses differ(s) from the actual amount billed on the initial travel claim. d. Are authorized the 1% "international transaction fee" for official qualifying transactions charged by the Government-sponsored contractor-issued travel charge card vendor. This charge is listed as a separate line item on the credit card billing statement.	X	X	X	X	X	X
9. <u>Check Cashing</u> . Fees for cashing: a. U.S. Government checks/drafts issued for reimbursement of expenses for travel in foreign countries is authorized. b. <i>Salary checks/drafts are not authorized</i> .	X	X	X	X	X	X
10. <u>Carrier Terminal Fees</u> . Airport transit, service charges/taxes, landing, port taxes, embarkation/debarkation or similar mandatory charges assessed against travelers on arrival/departure from carrier terminals are authorized when not included in the ticket cost (52 Comp. Gen. 73 (1972)).	X	X	X	X	X	X
11. <u>Energy Surcharge Fees</u> . Energy surcharge fees are authorized.	X	X	X	X	X	X
12. <u>Resort Fees</u> . Resort fees, <i>that are not optional</i> , are authorized.	X	X	X	X	X	X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
13. <u>Service and Processing Fees</u> . Service and processing fees (transaction fees) for arranging official transportation, rental car and lodging accommodations are authorized: a. Through a CTO, and b. When a CTO/TMC is not available. <i>NOTE: Reimbursement is authorized only when every reasonable attempt has been made by the traveler to engage CTO/TMC in the process and the CTO/TMC is not available, prior to execution of official travel.</i>	X	X	X	X	X	X
14. <u>Transportation-Related Tips</u> . Transportation-related tips for taxis, limousines, and courtesy transportation are authorized.	X	X	X	X	X	X
15. <u>Conveyance Costs</u> . Public or special conveyance costs to and from the transportation terminal are authorized (see JFTR, Ch 3, Part E and JTR Ch 2, Part C).	X	X	X	X	X	X
16. <u>Costs for Paper Tickets</u> a. Any additional costs of paper tickets when authorized/approved by the AO as necessary to meet Government requirements (e.g., potential work stoppage by the airline or special circumstances involving international travel to foreign countries) are authorized. b. Paying for paper tickets bought for personal convenience is the traveler's financial responsibility.	X	X	X	X	X	X
*17. <u>Baggage Handling Tips (UNIFORMED MEMBERS ONLY)</u> . Reimbursement of customary tips for handling <i>any</i> baggage at transportation terminals is authorized. (CIVILIAN EMPLOYEES) Reimbursement is authorized under par. C1430-E2, for a traveler with a disability or ICW handling Government property.	X	X			X	
*18. <u>Curbside Baggage Check-in Fee (UNIFORMED MEMBERS ONLY)</u> . Reimbursement of a fee charged for the use of optional curbside baggage check-in service is <i>NOT</i> authorized. A tip, separate from the fee itself, is reimbursable. (CIVILIAN EMPLOYEES) Reimbursable when authorized under par. C7460-4, for a traveler with a disability.						
19. <u>Transportation to/from Terminal</u> . POC transportation costs to and from the transportation terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.	X	X		X	X	X
20. <u>Terminal Parking Fees</u> . Transportation terminal parking fees (while TDY), NTE the cost of taxi fares (including associated tips) for one round-trip to terminal are authorized. See JFTR, par. U3320 and JTR, par. C2192.		X		X	X	X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
*21. <u>'Trip' Insurance</u> . Mandatory driving-related insurance in a foreign country to cover potential liability for damage, personal injury, or death to third parties when travel is authorized by Government conveyance/POC/rental car when a Service-designated official determines that legal requirements/procedures of the foreign country involved make it necessary to carry such insurance (55 Comp. Gen. 1343 (1976)).		X		X	X	X
22. <u>AO Authorized/Approved Expenses</u> . The following expenses are reimbursable when authorized/approved by the AO:		X		X	X	X
<ul style="list-style-type: none"> a. Services, including associated equipment needed for reports/correspondence preparation; b. Clerical assistance; c. Services of guides, interpreters, packers, or vehicle drivers; d. Storage of property used on official business; e. Room rental (used for official business) at a lodging/other place; f. Official phone calls (see JFTR, par. U1405 and JTR, par. C1405); g. Connections used for computers to perform official Government business (see JFTR, par. U1405 and JTR, par. C1405); *h. Excess accompanied baggage transportation costs (see JFTR, par. U3015-C and JTR, par. C2302); i. Conference registration fees when fees are a condition for attendance. When the registration fee includes meal costs, per diem is computed under Appendix R, Part II, par. J.; j. Dual lodging costs (see JFTR, par. U4135 and JTR, par. C4555-F). Reimbursement must not exceed the amount of per diem or AEA plus appropriate (when separately reimbursable) lodging taxes that would have been paid had the traveler remained overnight.; k. Nonrefundable room deposits, forfeited rental deposits or prepaid rent, and early checkout penalties when TDY is changed or canceled (see JFTR, par. U1430 and JTR, par. C1445). Reimbursement must not exceed the remaining amount of per diem or AEA plus appropriate lodging taxes that would have been paid had the TDY not been curtailed or interrupted.; 						

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
(continued)						
*l. Expedited GTCC delivery;		X		X	X	X
*m. Late payment delinquent fees involving the GTCC but only for a traveler who is placed in a mission critical travel category or who, through no personal fault, is unable to file a travel voucher and pay the GTCC bill because of the specific travel circumstances. See DODFMR, Vol. 9, Chapter 3, found in USD(C) memorandum dated 7 May 2002 for definition of mission critical personnel and processing requirements; and						
n. Lodging fees/daytime lodging charges (e.g., room occupancy lodging charges for late departure, early arrival, or airport daytime lodging facilities due to travel arrangements that are not for the traveler's convenience).						
23. <u>Laundry/Dry-Cleaning Expenses (UNIFORMED MEMBERS ONLY)</u> . The cost incurred during TDY travel for personal laundry, dry-cleaning and/or pressing of clothing (not before departing from or after returning to/arriving at PDS):		X			X	
a. Up to an average of \$2 per day, is a separately reimbursable travel expense in addition to per diem/AEA when travel within CONUS requires at least 7 consecutive nights TDY lodging in CONUS (e.g., 6 nights, no laundry, 7 nights, NTE \$14, 8 nights, NTE \$16).						
b. Is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.						
*24. <u>Laundry/Dry-Cleaning Expenses (CIVILIAN EMPLOYEES ONLY)</u> . The cost incurred during TDY or PCS travel for personal laundry, dry-cleaning and/or pressing of clothing (not after returning to/arriving at the PDS):			X	X		X
a. Is a separately reimbursable travel expense when travel within CONUS requires at least 4 consecutive nights TDY lodging.						
*b. Is not a separately reimbursable expense for OCONUS travel and is part of the incidental expense allowance included within the per diem rates/AEA authorized/approved for OCONUS travel.						
25. <u>Technology Equipment</u> . Use of computers, printers, faxing machines, scanners, telegrams, cablegrams, or radiograms is authorized.		X		X	X	X
*26. <u>Value Added Tax (VAT) Certificate</u> . The cost of a Value Added Tax (VAT) certificate used to avoid paying TDY lodging taxes is reimbursable.		X		X	X	X
27. <u>Tips for Handling Government Property</u> . Transportation-related tips for handling Government property at terminals and lodgings are authorized.		X		X	X	X
28. <u>Rental Car Administrative Fees</u> . Any per-day administrative fee called for in the SDDC rental car agreements (including GARS) is authorized.		X		X	X	X

Travelers are authorized reimbursement for certain necessary travel and transportation-related miscellaneous expenses incurred on official business. These expenses include the following:	JFTR		JTR		App O	
	PCS	TDY	PCS	TDY	Mil	Civ
*29. <u>Reimbursement for Lodging while on Leave (UNIFORMED MEMBERS ONLY)</u> . Reimbursement is authorized for the actual cost of lodging retained at the TDY location during leave, NTE the lodging portion of the per diem rate for the TDY location, for each day during: a. Contingency operations (see JFTR, par. U7225), or b. Authorized/ordered evacuations (see JFTR, par. U7226-C).		X			X	
30. <u>Tips Aboard Commercial Ships (UNIFORMED MEMBERS ONLY)</u> . Tips to stewards and other attendants paid by or on behalf of the dependents aboard commercial ships are authorized.	X					
31. <u>MALT (UNIFORMED MEMBERS ONLY)</u> . MALT, as prescribed in par. U5203-A3 (first itemization) for POC travel, when dependents travel separately from the traveler and a POC is used to and from the transportation terminal is authorized.	X					
32. <u>Excess Accompanied Baggage Transportation Costs</u> . Excess accompanied baggage transportation costs may: a. Only be approved after the fact by the AO (ordinarily a major personnel command (e.g., Bureau of Naval Personnel (BUPERS) (Navy), Human Resources Command (HRC) (Army)) after PCS/TCS travel. b. Not be authorized in advance of PCS/TCS travel for DOD travelers. c. Be authorized/approved for the non-DOD travelers d. Not be paid for with a Miscellaneous Charge Order (MCO), a coupon used as a general-purpose voucher for services (such as excess baggage) ICW PCS travel.	X		X			
33. <u>Similar Travel and Transportation Related Expenses</u> . Travel and transportation related expenses similar to the above may be authorized.	X	X	X	X	X	X

Effective 25 September 2007

***NOTE:** *Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for persons providing child care and/or pet care, hotel concierge, workout room/gym fees, and similar items. Other non-reimbursable expenses include the optional Global Positioning System (GPS) for a rental car and the optional use of curbside baggage check-in at a transportation terminal.*

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T4030 GETTING THERE AND BACK (TRANSPORTATION ALLOWANCES)

A. Type of Travel. The AO may direct travel by any mode (e.g., Government or commercial air, bus, train) except the AO cannot require the traveler to use a personal or rental vehicle for official travel. ***If a certain mode is directed and another mode is used, the traveler may only receive transportation reimbursement up to the directed transportation mode cost.***

B. Commercial Transportation. The Services must require that the CTO/TMC arrange commercial transportation IAW law, Government policies, agreements and contracted rates using U.S.-certificated carriers and coach/economy-class accommodations whenever possible. The AO may, under certain conditions, authorize the CTO/TMC to arrange other than contract city-pair flights, or to arrange non-U.S.-certificated carriers, or business- (but not first) class accommodations (see JTR, par. C1060, ***NOTE 1*** and JFTR, par. U4326, ***NOTE 1***) when needed to fulfill a documented mission requirement as specified in par. T4060-B1. Only the officials listed in JTR, pars. C2204-B2, and C2208-C (trains only), and JFTR, pars. U3125-B2, and U3135-C (trains only), may authorize business- or first-class accommodations use.

*C. Special Conveyances (Includes Aircraft) Reimbursement. When the AO authorizes special conveyance/rental vehicle use for official business, the following reimbursements are authorized per Appendix G, Part I. The AO may authorize an appropriately sized vehicle IAW mission needs when a compact rental car (the "standard" for TDY travel), does not meet requirements. ***It is mandatory to obtain rental vehicles (except for aircraft or bus) through the CTO/TMC per TRANSCOM policy, when the CTO/TMC is available.***

1. Rental costs, taxes and local assessments on rental vehicle users, necessary gas and oil, landing and tie-down fees, and transportation to and from the rental facility.

2. Parking; ferry fares; bridge, road and tunnel tolls; traveler access fee (when charged); any per-day administrative fee called for in the SDDC rental car agreements; garage (POC parking is a separate reimbursable expense), hangar or boathouse rental; operator's subsistence; and optional extra collision hull insurance for rental aircraft.

3. Snow tires and similar non-standard equipment necessary for travel by the Government renter, may incur additional charges which are reimbursable when authorized in the travel order. Reimbursement is limited to the rental conveyance upgrade costs necessary for the required non-standard equipment. A traveler who disregards a special conveyance arrangement made by a CTO/TMC must be prepared to provide justification for additional special conveyance costs before reimbursement (beyond the cost using the CTO/TMC) is allowed. ***Reimbursement for purchase of snow tire and other non-standard items is not authorized.***

4. A traveler is reimbursed for mandatory rental car insurance coverage required in foreign countries.

*5. A claim for damage to a rental vehicle, while the vehicle is being used for official business, is reimbursable to the traveler or the rental car company when appropriate as a miscellaneous transportation expense. The claim must be adjudicated as payable per the DOD Financial Management Regulation (Volume 9, Chapter 4) (found at <http://www.dtic.mil/comptroller/fmr/>) (or appropriate Service directives for the non-DOD Services).

*When the AO has not authorized special conveyance use, reimbursement is limited to the POC mileage rate in JTR, par. C2500 and JFTR, par. U2600 plus constructed per diem for the official distance NTE the Government's constructed cost. See JTR, par. C2150, item 8 or JFTR, par. U3310-A1.

NOTE:

****1. Travelers are not reimbursed for rental car insurance coverage purchased in the United States or in a non-foreign OCONUS location regardless of from whom the rental car is rented.***

2. Reimbursement for personal funds paid for damage sustained by a rented automobile while being used on other than official business is not authorized.

**3. Some vehicles are not covered with liability and vehicle loss and damage insurance for the traveler or the Government when rented for official Government travel. To view appropriate rental car companies and rates go to the DTMO website at <http://www.defensetravel.dod.mil> and click on Car/Truck Rental Agreements in the left-hand column. A vehicle listed in the rental car agreement/on the DTMO website is the only vehicle covered under the SDDC rental-car agreement. A vehicle, offered by a company that is under the SDDC rental car agreement but not listed on the SDDC list as a vehicle "in that category", does not have the full liability and vehicle loss and damage insurance coverage for the traveler and the Government, and should not be rented for official Government travel. Usually, there is at least one company listed that has a vehicle necessary for official Government travel and this company should be used.*

D. Government Transportation

1. The TO arranges international Government airlift under AMC contract/control, when it is available and satisfies mission requirements.
2. The TO provides Government ground transportation. (Within the Navy, Government vehicles are obtained directly from the providers, ordinarily Public Works.) Only use Government transportation for official business to go to and from: the TDY location, where the traveler is staying, places to eat, and other places for comfort and health reasons. If it is used for any other purpose and the traveler has an accident, the traveler may have to cover the expenses and liabilities. Use Government servicing for the vehicle whenever possible. When Government servicing is not available, the AO may authorize reimbursement of actual vehicle operating expenses. These expenses include: gas and oil; parking fees; repairs; ferry fares; bridge, road or tunnel tolls; trip insurance for travel in foreign countries; guards; and storage fees.

*E. Privately Owned Conveyance. When the AO authorizes a POC as the appropriate transportation mode, reimbursement is authorized at the standard rate per mile for the POC type and the distance between duty locations or between home and TDY location(s). Reimbursement of parking fees, ferry fares, and road, bridge, and tunnel tolls for travel over a direct route is authorized. If the AO does not approve using a POC and one is used anyway, reimbursement is authorized at the standard rate per mile plus reimbursable expenses (parking fees, etc.) but the amount is limited to the should-cost estimate of AO-authorized transportation (e.g., commercial plane). In either case, reimbursement is only authorized for the traveler paying the POC operating expenses. When two or more official travelers travel in the same POC to the TDY location, the official traveler responsible for paying the POC operating expenses is authorized reimbursement for any additional distance involved if the official traveler passenger(s) is/are picked up/ dropped off at their homes. The extra distance is based on odometer readings (or other acceptable evidence) of the actual necessary extra distance traveled. If reimbursement at the published rate does not cover expenses, or if there is no established rate for the POC type being used, the AO may authorize reimbursement of necessary transportation costs incurred for uniformed personnel. For distance determination (DTOD requirements), see JFTR, par. U2020, or JTR, par. C1065.

F. Rest Stops. Normally, a traveler is not required to travel during unreasonable hours at night. If the traveler is required to travel during normal sleeping hours, or the scheduled flight time including stopovers and plane changes exceeds 14 hours and the traveler is not authorized first/business-class accommodations, the AO may authorize a rest stop en route or a rest period at the TDY location before reporting for duty. ***Scheduled flight time is the time between the scheduled aircraft departure from the airport serving the PDS/TDY point and the scheduled aircraft arrival at the airport serving the TDY point/PDS.*** Rest stops must not exceed 24 hours. ***NOTE: A traveler is disqualified from using business-class accommodations at Government expense if (a) a 'stopover' en route is an overnight stay, (b) a rest stop en route is authorized, or (c) an overnight rest period occurs at the TDY location before beginning work.***

G. Insurance Coverage in Foreign Areas. The AO may authorize reimbursement for additional insurance coverage in foreign areas for a rental, Government, or private vehicle used for official travel.

H. Allowable Travel Days. The number of allowed travel days is determined by the transportation mode. For commercial air travel, one day is allowed in CONUS and within OCONUS areas. For travel between CONUS and OCONUS via commercial air, the actual elapsed time is used based on the scheduled departure and arrival times.

For travel by commercial ground transportation, the scheduled departure and arrival dates are used. The actual time is used for travel by Government/Government-procured air transportation based on scheduled departure and arrival dates. When the AO authorizes travel by private, rental or Government vehicle (other than government/government-procured air), one travel day is allowed for each 400 miles or increment thereof. If travel by POC is used but not authorized by the AO as advantageous, travel time is limited to one day for each leg (for example, from PDS to TDY stop) requiring an overnight stay.

I. Authorized Trips Home during Extended Business or Training TDY. The AO may permit round-trip transportation and per diem en route for a traveler, who routinely travels on business or training TDY for periods of more than three weeks, to return periodically to the PDS or home for non-workdays.

J. Voluntary Return Home during Intervening Weekend/Holidays. If the AO does not authorize travel home periodically on weekends or non-workdays, it may still be performed for personal convenience. If so, reimbursement for the round-trip transportation and en route per diem is authorized but limited to the amount of per diem the Government would have paid had the traveler remained at the TDY location.

K. Constructed Cost. Constructed transportation costs are based on the non-capacity controlled city-pair airfare, not the capacity-controlled city-pair airfare, if both are available. If a city-pair airfare is not available between origin and destination, the constructed transportation cost is limited by the policy-constructed airfare (see Appendix A) (except as limited by JFTR, par. U3125-B1f/JTR, par. C2204-B1f). City-pair airfare transportation is presumed available if there is a city-pair airfare between the origin and destination points, regardless of whether or not space would actually have been available had the traveler used air transportation for the official travel.

T4040 LIVING EXPENSES (PER DIEM)

The “Lodgings-Plus” computation method is used to reimburse TDY living expenses. A traveler is paid the actual lodging cost up to a limit, plus a set amount for M&IE. Per diem rates for lodging and M&IE vary by location, but should be sufficient for a comfortable, safe trip. A traveler also can be reimbursed for other necessary allowable travel-related expenses (see Appendix G) if the AO authorizes them as appropriate to the mission.

A. Lodging Overnight Required - Business Travel Standards

1. Sleeping

a. The CTO makes lodging reservations and reflects the estimate of their cost (including taxes) on the Trip Record.

b. Uniformed Member – A member ordered to a U.S. Installation (as opposed to a geographic location like a town or city) is required to check the Government quarters availability (e.g., through the CTOs/TMCs) at the U.S. Installation to which assigned TDY. The AO may direct adequate (based on DOD and Service standards) available Government quarters use for a uniformed member on a U.S. Installation only if the uniformed member is TDY to that U.S. installation. Availability/non-availability must be documented as indicated in par. U1045-C. A member should use adequate available Government quarters on the U.S. Installation at which assigned TDY; *however, when adequate Government quarters are available on the U.S. Installation to which a member is assigned TDY and the member uses other lodgings as a personal choice, lodging reimbursement is limited to the Government quarters cost on the U.S. Installation to which assigned TDY (44 Comp. Gen. 626 (1965)). Per diem cannot be limited based on the presence of ‘nearby’ Government quarters (i.e., not on the U.S. Installation to which the member is assigned TDY but on another ‘nearby’ U.S. Installation or other uniformed facility). The documentation of non-availability indicated in par. U1045-C is required only for Government lodging ‘AT’ the U.S. Installation at which the member is assigned TDY.*

NOTE: *The member is not required to seek (or check for) Government quarters when TDY to a U.S. Installation after non-availability documentation has been initially provided. Checking quarters availability is a one-time requirement at a TDY U.S. Installation. (Ex: A member who is required to*

check quarters availability on arrival at a U.S. Installation, does so, and is issued non-availability documentation cannot be required to re-check later for quarters availability at that U.S. Installation during that TDY period there). See par. U1045-C.

c. Civilian Employee

(1) *A civilian employee may not be ordered/required to use Government quarters, nor may the lodging reimbursement simply be limited to the Government quarters cost.* In compliance with the requirement to exercise prudence when incurring expenses, an employee should check for Government quarters availability (e.g., through their CTOs), and is encouraged to use those quarters when TDY to a U.S. Installation. *However, if Government quarters are available on that installation for an employee TDY to a U.S. Installation, the proper authority under par. C4550-C may prescribe a reduced per diem rate based on the Government quarters cost. Reduced per diem rates can only be established before travel begins.*

(2) The head of a DOD Component (see Appendix A) concerned may authorize zero per diem or per diem rates in lesser amounts than those in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> the circumstances of the travel or duty to be performed so warrant and are peculiar to that particular DOD Component. This authority may be delegated to a chief of an appropriate bureau or staff agency of the headquarters of the DOD Component concerned or to a commander/head of DON activity, and may not be re-delegated. In the absence of a reduced or no per diem authorization on the travel order before travel begins (or part of an order amendment covering a prospective period after the order modification), travel orders, modified after the fact, prescribing per diem rates different from those in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are without effect. The locality rates in <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html> are used. Reduced per diem rates should incorporate amounts for laundry/dry-cleaning/pressing of clothes if the travel is OCONUS or for less than 4 days in CONUS. See **NOTE 1** (applicable to a civilian employee) following par. T4040-A3 for an explanation concerning separate reimbursement for laundry/dry cleaning/pressing of clothing.

d. Commercial lodging reimbursement is based on the single occupant rate, up to the maximum of the TDY site or stopover location. If the CTO can find only lodgings that cost more than the published maximum rate, the AO may authorize the higher amount such that the actual lodging cost and the per diem M&IE does not exceed 300 percent of the published rate (lodging plus M&IE). For example, a member is TDY to a location with a maximum per diem of \$110 (\$76 for lodging and \$34 M&IE). The AO could authorize up to \$296 for lodging ($300\% \times \$110 = \$330 - \$34 = \296). These rates must be placed on the Trip Record. Under special or unusual circumstances a uniformed member may require more than 300% for lodging OCONUS. Rates in excess of 300% may be authorized **only in advance** by PDTATAC or the Secretary Concerned and for **only a uniformed member** (see JFTR, par. U4250). The traveler is financially responsible for anything charged beyond the basic room fee and taxes. The traveler is to keep all lodging receipts. *An AEA may not be authorized for meals and incidental expenses.*

NOTE 1: *The maximum amount allowed for lodging in the United States and non-foreign OCONUS areas (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) does not include an amount for lodging taxes. Taxes on lodging in the United States and non-foreign OCONUS areas are separately reimbursable travel expenses except when MALT PLUS per diem for POC travel is paid to a uniformed member.*

NOTE 2: *The maximum amount allowed for lodging in foreign countries (see <http://perdiem.hqda.pentagon.mil/perdiem/pdrates.html>) includes an amount for lodging taxes. Taxes on lodging in foreign countries are not separately reimbursable.*

e. Lodging with a Friend or Relative

(1) Applicable to a Uniformed Service Member. *Reimbursement of lodging cost is not authorized when staying with a friend or relative.* A member, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

(2) Applicable to a Civilian Employee. When a traveler lodges with a friend or relative - with or without charge - the traveler may be reimbursed for additional lodging costs the host incurs in accommodating the traveler if the traveler can substantiate the costs and the AO determines the costs are reasonable. ***The traveler may not be reimbursed the cost of comparable conventional lodging in the area or a flat "token" amount.*** See GSBICA 16836-RELO, 5 June 2006 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16836.PDF>). A traveler, who lodges with a friend or relative, is authorized the TDY location M&IE rate, if otherwise eligible.

NOTE 1: If the friend or relative is in the business of renting on a regular basis the quarters involved – for example, if that individual is operating a hotel or apartment house – the “friends or relatives” provision does not apply. See GSBICA 14398-TRAV, 24 Feb 1998 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA14398.txt>).

NOTE 2: Shortly after being transferred to a new PDS, an employee was sent TDY to the old PDS where the employee stayed at the former residence which was not yet sold. GSBICA ruled that the employee was not authorized reimbursement for lodging at the former residence. See GSBICA 15600-TRAV, 7 March 2002. (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA15600.PDF>).

NOTE 3: A traveler assigned at Avon Park Air Force Range (AFR), Florida lives in the Avon Park area during the week at a location approximately fifteen miles from the PDS and commutes to and from the family residence near Orlando, Florida, approximately 100 miles from the AFR, on weekends. The traveler had to attend a meeting near Orlando at 8 a.m. on Wednesday, 23 February. The meeting location was approximately twelve miles from the family residence. The meeting was to run until Friday, 25 February. The traveler began TDY travel to the Orlando area on the evening of Tuesday, 22 February. GSBICA ruled that the traveler should be authorized travel expenses both to and from the TDY location and M&IE even though the traveler lodged at the family residence in the TDY area. GSBICA also indicated that for the first and last days of the TDY, 22 and 25 February (unless the traveler was authorized to return on the 26th) the traveler is authorized 75% of the applicable M&IE rate for each day. M&IE for the days between the first and last days is authorized at the full rate. Adopted from GSBICA 16652-TRAV, 26 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBICA16652.PDF>).

f. If the traveler is on TDY at one location for more than 30 days, lodging reservations should be made on a weekly, monthly, or other long-term basis if possible. When longer-term lodging is used, the allowable lodging cost includes the rent; charges for furniture rental (as long as an option to buy is not exercised); utilities connections, use and disconnection fees; cleaning fees; telephone monthly use fees, but not toll charges; and other services ordinarily provided by a hotel. The CTO should be used to make these arrangements unless the CTO does not provide this service.

(1) If a recreational vehicle (RV) is used for lodging, additional fees that are part of the lodging cost are the charge for the RV parking space, dumping and shower fees, special user fees (for example, cable TV charges) if normally included in the price of hotel rooms in the area, and plug-in fees. Expenses that do not accrue on a daily basis (such as dumping fees) may be averaged over the number of days the traveler is authorized per diem.

(2) A traveler may purchase and occupy a residence at a TDY location. Allowable expenses are the monthly:

(a) Mortgage interest;

(b) Property tax; and

(c) Utility costs actually incurred (does not include any installation and hook-up charges), e.g., electricity, natural gas, water, fuel oil, sewer charges.

prorated based on the number of days in the month rather than by the actual number of days the traveler occupied the residence. (57 Comp. Gen. 147 (1977)). ***In no case may the total per diem payable exceed the applicable maximum locality rate for the area unless an AEA (see JFTR, Chapter 4, Part C or JTR, Chapter 4, Part M) is authorized/approved. The provisions of JFTR, par. U4141 and JTR, par. C4555-G do not apply when the residence is purchased.***

NOTE: A member/civilian employee who purchases or rents and occupies a residence at the TDY location may not be reimbursed for the cost of: 1. shipment of furniture from previous residence, or 2. purchase of furniture needed for unfurnished temporary duty lodgings, even if shipment/purchase was less expensive than rental would have been. See GSBCA 16699-TRAV, 17 August 2005 (This decision is available at: <http://141.116.74.201/regs/comp-gen-dec/GSBCA 16699.htm>).

g. If the traveler incurs an exchange fee to trade an owned timeshare period for a comparable period at lodgings at the TDY point, the exchange fee (but not the annual maintenance fee) is reimbursed as a lodging cost (B-254626, 17 February 1994).

2. Eating

a. The M&IE for the departure day is 75% of the M&IE rate for the traveler's stopover point or TDY location, as appropriate, that night. If the traveler is traveling and lodging is not used, the M&IE rate is based on the next stopover point or TDY location. The M&IE for the return day to the PDS is 75% of the M&IE rate for the preceding day (last TDY location or stopover point), as appropriate. Any TDY en route locations, on the day travel ends, do not affect the M&IE rate for that return day unless overnight lodgings are required.

<u>Example</u>	
1 Sep	Depart PDS
1 Sep	Arrive TDY A (\$50 M&IE)
10 Sep	Depart TDY A
10 Sep	Arrive TDY B (\$60 M&IE)
10 Sep	Depart TDY B
10 Sep	Arrive PDS
Pay 75% of \$50 (TDY A M&IE for preceding day) on 10 Sep	

b. On other days, the allowance for meals and incidentals is the full M&IE for the TDY location or stopover point where lodgings are required unless the AO specifies one of two other meal rates based on Government mess availability. The two rates are either the Government meal rate (GMR) when all meals on a given day are available or the proportional meal rate (PMR) when at least one meal a day is available. (Incidental expenses are added to the GMR or PMR.) A Government mess is available only if: Government lodging on a U.S. installation is available and the command controlling the mess has made the mess available to the traveler. A Government mess is not available on interim travel days. When actual mess availability differs from the pre-trip information, the AO may authorize a higher rate (e.g., from PMR plus incidental expenses to locality M&IE rate). ***The meal rate established cannot be reduced after-the-fact except for a free meal as described in par. T4040-A2c below.***

NOTE: In circumstances in which adequate Government quarters are available but a member is directed to procure private sector lodgings off the U.S. Installation, the member is treated as though the quarters are not available and authorized the locality meal rate instead of the GMR/PMR and \$3 (in CONUS) or the locality incidental expense rate OCONUS (unless the \$3.50 incidental expense rate is authorized for incidental expenses under par. T4040-A3). Just because the quarters are available, a command cannot send a member into private sector lodgings off the U.S. Installation and use the technical quarters 'availability' to reduce the locality meal rate to GMR/PMR.

c. When the Government purchases at least one, but not all three, meals on a calendar day through some means such as a registration fee, the PMR plus incidental expenses applies for that day. This does not

<u>JOINT TASK FORCE OPERATIONS TDY OPTIONS</u>			
Table 1. Deployment - Joint Operations TDY Options			
<u>SUBSIST ASHORE</u>			
TDY OPTION	SUBSISTENCE	PER DIEM	REMARKS
Business Travel	Commercial Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Government Lodging and Government Meals – Permanent U.S. Installation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate 1/ for Gov't Meals
	Government Lodging and Government Meals – Temporary U.S. Installation or Temporary Dining Facilities Established for JTF Operation	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and for Gov't Meals at Discount Meal Rate 2/
	Government Lodging and Commercial Meals	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Meals
	Commercial Lodging and Government Meals (In AOR only)	Lodging and M&IE	Member/Civilian Employee Pays for Lodging and Full Meal Rate for Gov't Meals
Essential Unit Messing	Government Lodging and Use of Government Meals is Essential for Training and Readiness Purposes	IE	Civilian Employee Pays for Gov't Meals at Full Meal Rate
Field Duty	Government Lodging, Meals and Incidentals Provided	None	Civilian Employee pays for Gov't Meals at Full Meal Rate
<u>SUBSIST ABOARD U.S. GOVERNMENT SHIP 3/</u>			
TDY	Government Lodging and Government Meals	None	Civilian Employee Pays for Meals

1/ Full Meal Rate = Food costs plus operating expenses.

2/ Discount Meal Rate = Food costs only.

3/ A member/civilian employee deployed who is ordered to subsist ashore – see “Subsist Ashore” (above table) for order type and payment guidelines.

NOTE: For BAS see DODFMR, Volume 7A, Chapter 25 or Coast Guard, COMDTINST M7220.29 (series), Chapter 3.

D. Lodging Overnight Not Required

1. Transportation

a. It is mandatory that the traveler arranges transportation through an available CTO, even though overnight lodging is not required.

b. If travel is in the local area (see JFTR, par. U3500 and JTR, par. C2400-B) around the PDS, a Government vehicle, public transportation paid for by the command, or a private vehicle may be used.

c. If a POC is used to and from home, the traveler is authorized the standard mileage rate for the distance driven, minus the normal distance driven to and from work. This most often affects the PDS.

d. If the traveler does not drive to work every day, the traveler is reimbursed the standard mileage rate for the distance driven, less the traveler's normal transportation cost to get to work.

- e. The AO determines reimbursement based on the difference between the cost of using the POC and the traveler's normal cost to get to work. Commercial transportation expense reimbursement is authorized/ approved ***only*** if the expenses incurred for travel to the alternate work site exceed the expenses ordinarily incurred by the traveler to commute to the PDS workplace.
- f. A traveler is authorized reimbursement for other expenses such as tolls and parking when using a POC.
- g. For distance determination see JFTR, par. U2020 or JTR, par. C1065 (DTOD requirements).

2. **Meals.** With two limited exceptions (see par. T4060-B14), a traveler may not be paid for meals within the traveler's PDS boundaries. For travel outside the PDS limits, when the TDY is more than 12 hours, reimbursement is 75% of the M&IE rate for the TDY location (using the highest rate if there is more than one TDY location). ***No per diem is authorized when TDY is for 12 or fewer hours.*** However, the AO may authorize reimbursement of the actual amount paid, up to the PMR (not including incidental expenses) for the TDY location, when a uniformed member spends more than the cost of normal meal arrangements during travel outside the PDS limits. ***See JFTR, par. U4510 for occasional meals authority.***

NOTE: Mission-related or personal expenses are not reimbursable. These include batteries, tools, film, gifts for childcare, house care, pet care, hotel concierge, or workout room/gym fees, and similar expenses.

E. Miscellaneous Expenses. See Appendix G.

F. Reimbursement for Travel Expenses at the TDY Location

1. Reimbursement is authorized for necessary travel expenses at the TDY location. For specific expenses see par. T4030.
2. Use of a Government vehicle/special conveyance is limited to official purposes such as transportation to and from (65 Comp. Gen. 253 (1986)):
 - a. Duty sites,
 - b. Lodgings,
 - c. Dining facilities,
 - d. Drugstores,
 - e. Barber shops,
 - f. Places of worship,
 - g. Cleaning establishments, and
 - h. Similar places required for the traveler's subsistence, health or comfort
3. If a Government vehicle/special conveyance is not authorized, the traveler is authorized reimbursement for necessary public transportation costs.
4. If POC use is authorized, reimbursement is the automobile TDY mileage rate times the miles driven for the necessary travel around the TDY location.
5. The traveler must note the required miles driven.

APPENDIX Q

OVERSEAS TOUR LENGTHS

TABLE 1 - DOD

Tour lengths are established IAW DODI 1315.18, par. E.3.1. Submit tour lengths change proposals IAW DODI 1315.18, par. E.3.1. *Do not submit tour length change proposals to PDTATAC.*

Effective 23 March 2007

NOTE: Tour lengths for a DOD Service member stationed OCONUS is 36 months accompanied and 24 months unaccompanied (except for Hawai'i and Alaska which are 36/36) unless the Military Departments provide conclusive evidence that specific tours must be shorter. Therefore, if a tour length is not listed in this table for a specific OCONUS location or country, the tour length is the standard 36 months accompanied and 24 months unaccompanied. See DODI 1315.18, par. E.3.1.1 (12 January 05).

The following are overseas tour lengths *for a DOD Service member only (other than a Defense Attaché):*
DODI 1315.18, par. E3.1.1 (12 January 05).

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
*AFGHANISTAN		
Kabul. <i>Security Transition Cmd (eff 10 August 2007)</i>	NA	12
ALASKA (except as indicated) (<i>NOTE 1</i>)	36	36
Marine Corps Security Forces	24	12
Fort Greely (<i>eff 1 May 2004</i>)	24	12
Adak, Clear, Galena, King Salmon and Eareckson	NA	12
ALBANIA, Tirana	24	12
ALGERIA (<i>eff 7 December 2004</i>)	24	12
AMERICAN SAMOA	NA	12
ARGENTINA	36	24
ARMENIA, Yerevan (<i>NOTE 7, eff 6 July 2006</i>)		
Personnel assigned to the ODC	24	18
ARUBA	24	18
*AUSTRALIA (except as indicated)	36	24
Exmouth	24	24
Learmonth	24	15
Woomera	24	15
AUSTRIA	36	24
AZERBAIJAN, Baku (<i>NOTE 7, eff 6 July 2006</i>)		
Personnel assigned to the ODC	24	18
AZORES (See PORTUGAL)		
BAHAMAS, Andros Island	24	24
BAHRAIN (<i>NOTE 5</i>)	24	12
BANGLADESH	24	18
BELGIUM (except as indicated)	36	24
Bertrix	NA	12
BELIZE (<i>eff 17 September 2004</i>)	24	18
BENIN	24	12
BERMUDA	36	24
BOLIVIA	24	18
BOSNIA-HERZEGOVINA, Sarajevo (<i>NOTE 7, eff 6 July 2006</i>)		
Personnel assigned to the ODC	24	18

BOTSWANA	24	12
BRAZIL	36	24
BRITISH INDIAN OCEAN TERRITORY, Diego Garcia	NA	12
BULGARIA, Sofia	24	12
BURKINA FASO	24	12
CAMBODIA	NA	12
CANADA (except as indicated)	36	24
Argentina, Newfoundland; Goose Bay, Labrador	24	12
CHAD	24	12
CHILE	36	24
COLUMBIA	24	18
COMMONWEALTH of the NORTHERN MARIANA ISLANDS (Saipan)	24	12
COSTA RICA	36	24
CROATIA, Zagreb	24	12
CUBA		
Guantanamo Bay (<i>NOTE 2, eff 5 April 2007</i>)	30	18
JTF-GTMO (<i>NOTE 2</i>) (<i>eff 5 April 2007</i>)	24	12
Marine Barracks	24	12
CURACAO (See NETHERLANDS ANTILLES)		
CYPRUS (except as indicated)	24	18
Akrotiri	24	12
CZECH REPUBLIC, Prague	36	24
DEMOCRATIC REPUBLIC OF CONGO (formerly Zaire)	24	12
DENMARK (except as indicated)	36	24
Greenland (Kalaallit Nunaat)	NA	12
DIEGO GARCIA (See BRITISH INDIAN OCEAN TERRITORY)		
DJIBOUTI, Djibouti City (<i>eff 11 April 2007</i>)	24	12
DOMINICAN REPUBLIC	36	24
ECUADOR	36	18
Manta	NA	12
EGYPT (except as indicated)	24	18
Ismailia	24	12
Beni Suef, Cairo (ETSS personnel only), Jiyanklis New, Sinai	NA	12
EL SALVADOR	NA	12
SAO Personnel	24	18
ENGLAND (See UNITED KINGDOM)		
ERITREA	24	12
ESTONIA, Tallinn	24	24
ETHIOPIA, Addis Ababa (<i>eff 11 April 2007</i>)	24	12
FRANCE	36	24
GEORGIA, Tbilisi	24	18
GERMANY (except as indicated)	36	24
Donaueschingen	24	12
Geilenkirchen	36	36
GHANA, Accra (<i>eff 19 March 2007</i>)	24	18
GIBRALTAR	36	24
GREECE (except as indicated)	36	24
Athens, Thessalonki	24	15
Parnis, Patras	30	18
Crete, Souda Bay	24	18
Larissa	24	12

Argyroupolis, Drama, Elefsis, Horiatis, Levkas, Perivolaki, Yiannitsa	NA	12
GREENLAND (see DENMARK)		
GUAM (<i>eff 12 October 2004</i>)	36	24
GUATEMALA	36	24
GUYANA	24	18
*HAITI, Port au Prince (<i>eff 20 Nov 2007</i>)	24	12
HAWAII (except as indicated) (NOTE 1)	36	36
Kauai	30	18
Pohakuloa Training Area	24	18
HONDURAS (except as indicated)	24	18
Soto Cano AB	NA	12
HONG KONG	36	24
HUNGARY, Budapest	36	24
ICELAND (except as indicated – <i>eff 4 Oct 1999</i>)	30	18
USAF (not assigned to a joint activity)	24	12
USMC (not assigned to a joint activity)	24	12
INDIA	24	12
INDONESIA	24	12
IRELAND	36	24
ISRAEL	24	12
ITALY (except as indicated)	36	24
Ghedi, (<i>eff 15 February 2007</i>)	24	24
Martina Franca, Mt. Corna, Mt. Venda, and Rimini	24	18
Mt. Vergine, and Crotone	24	15
Poggio Renatico	24	12
Mt. Finale Ligure, Mt. Limbara, Mt. Nardelo, Mt. Paganella, Paino di Cors	NA	12
Sardinia		
La Maddalena	24	24
Decimomannu Air Base (AB)	24	15
*Sicily		
Comiso	24	12
JAMAICA	24	12
JAPAN (except as indicated) (NOTE 3)	36	24
Akizuki Kure, Kumamoto, Osaka, Itami (Sapporo), and Sendai (<i>eff 7 December 2004</i>)	24	12
Ie Shima, Okuma, and Seburyama	NA	12
Ryukyu Islands (Okinawa) (except as indicated)	36	24
MCAS Futenma, MCAS Iwakuni, and MCB Butler	36	12
Kuma Shima	NA	12
JOHNSTON ATOLL	NA	12
JORDAN (except as indicated)	24	12
Amman	24	18
*KAZAKHSTAN		
*Astana, <i>Office of Mil Coop,</i> (<i>eff 10 August 2007</i>)	24	12
KENYA (except as indicated)	24	12
Nairobi	24	18
KOREA (except as indicated) (NOTE 4)	NA	12
Camp Carroll, Camp Humphreys, Camp Market, Camp Red Cloud, Camp Walker, Chinhae, Hialeah, K-2 AB, Kimhae, Osan AB, Pusan, Pyongtaek, Seoul, Suwon, Taegu, and Yongsan	24	12

KUWAIT (NOTE 6)	24	12
KYRGYZSTAN	24	12
LAOS	NA	12
Vientiane (<i>eff 21 December 2006</i>)	24	12
LATVIA, Riga	24	12
LIBERIA	24	18
LITHUANIA, Vilnius	24	12
LUXEMBOURG	36	24
MACEDONIA	24	18
Skopje	24	12
MADAGASCAR	24	12
MALAYSIA	36	24
MARSHALL ISLANDS		
Enewetok	NA	12
Kwajalein	24	18
MEXICO	24	18
MIDWAY ISLANDS	NA	12
MOLDOVA, Chisinau	24	18
MONGOLIA	24	24
MOROCCO (except as indicated)	24	15
Casablanca	24	12
Errachidia	NA	12
NETHERLANDS	36	24
NETHERLANDS ANTILLES, Curacao	NA	12
NEW ZEALAND	36	24
NICARAGUA	24	18
NIGER	24	12
NIGERIA, Abuja (<i>eff 11 April 2007</i>)	24	24
NORWAY (<i>eff 7 July 2004</i>)	36	24
OKINAWA (See JAPAN)		
OMAN	24	12
PAKISTAN	24	12
PANAMA (except as indicated)	36	24
Galeta Island	NA	12
PARAGUAY	24	18
PERU (except as indicated)	36	24
Lima MAAG	30	18
PHILIPPINES (except as indicated)	NA	12
Metropolitan Manila	24	18
POLAND		
Bydgoszcz (<i>eff 21 October 2005</i>)	24	24
Sczcecin (<i>eff 21 October 2005</i>)	24	24
Warsaw	36	24
PORTUGAL (except as indicated)	36	24
Azores Islands	24	15
PUERTO RICO (except as indicated)	36	24
Caguas, Isabela, Juana Diaz, Ponce (Ft Allen), and Yauco	36	18
Vieques Island	NA	12
QATAR	24	12
ROMANIA, Bucharest	24	24
RUSSIA, Moscow (<i>eff 15 February 2007</i>)	24	24
SAINT HELENA (Ascension Island)	24	12

SAIPAN (See Commonwealth of the N. Mariana Islands)		
SARDINIA (See ITALY)		
SAUDI ARABIA (<i>NOTE 5</i>)	24	12
SCOTLAND (See UNITED KINGDOM)		
SENEGAL, Dakar (<i>eff 21 March 2007</i>)	24	24
SERBIA, Belgrade (<i>eff 11 June 2007</i>)	24	24
SEYCHELLES	24	12
SICILY (See ITALY)		
SINGAPORE	36	24
SLOVAKIA, Bratislava	36	24
SLOVENIA, Ljubljana	24	12
SPAIN (except as indicated)	36	24
Alcoy, Constantina, Elizondo, Rosas, and Villatobas	30	18
El Ferrol	24	24
Sonseca	24	15
Moron AB	24	15
Santiago	NA	18
Balearic Islands and Gorremandi	NA	15
Adamuz, Ciudad Real, and Estaca De Vares	NA	12
SUDAN	24	12
SURINAME	24	18
SWEDEN, Stockholm	36	24
TAJIKISTAN	24	12
THAILAND (except as indicated)	24	18
Bangkok	36	24
TUNISIA	24	18
TURKEY (except as indicated)	24	15
Elmadag, Karatas, Malatya	24	12
Balikesir, Cakmakli, Corlu, Erhac, Eskisehir, Erzurum, Iskendrum, Istanbul, Izmir, Izmit, Murted, Oratakoy, Pirincli, Sahihtepe, Sinop, and Yumurtalik	NA	12
TURKMENISTAN	24	12
UKRAINE, Kiev	24	12
UNITED ARAB EMIRATES	24	12
UNITED KINGDOM (except as indicated) (<i>NOTE 3</i>)	36	24
RAF Fylingdales, RAF Machrihanish (Scotland)	24	18
URUGUAY	36	24
UZBEKISTAN	24	12
VENEZUELA	24	18
VIETNAM (<i>eff 1 December 2003</i>)	24	12
VIRGIN ISLANDS	36	24
WAKE ISLAND	NA	12
WALES (See UNITED KINGDOM)		
WEST INDIES		
Anguilla	24	18
Antigua	24	12
Barbados	36	24
St. Lucia	NA	12
YUGOSLAVIA, FED REP (See MACEDONIA)		

NOTES:

1. Tour-length policies for a service member assigned to duty stations within Alaska and Hawai'i are outlined in DODI 1315.18, par. E3.1.
2. Dependents are permitted only when Government quarters are available.
3. A maximum 48-month tour is permitted for Navy personnel.
4. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by U.S. Forces Korea. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour. Command-sponsored dependents for members assigned to Suwon are required to reside at Osan AB.
5. *Due to threat levels, dependents are not currently authorized at this location.*
6. Not every member is eligible to serve an accompanied-by-dependents tour in those locations where such tours are authorized. Eligibility is contingent upon the member's actual duty assignment and is controlled by USCENTCOM. A member, not eligible to serve an accompanied-by-dependents tour, serves a dependent-restricted tour.
7. OSD (P&R/OEPM) memo dated 6 July 2006 established tour lengths for members assigned to the Office of Defense Cooperation (ODC), U.S. Embassy located in Yerevan, Armenia; Baku, Azerbaijan; and Sarajevo, Bosnia-Herzegovina.

TABLE 2 - NOAA (effective 31 January 2005)

Tour lengths are established by NOAA/CPC. Submit changes to tour lengths to NOAA/CPC. *Do not submit tour length changes to PDTATAC.*

The following are overseas tour lengths *for NOAA members only*:

Country or Area	Tours in Months Accompanied	Tours in Months Unaccompanied
ALASKA	36	36
AMERICAN SAMOA	NA	12
ANTARCTICA	NA	12
AUSTRALIA (LEARMONTH)	36	36
FRANCE	36	36
HAWAII	36	36
SWITZERLAND	36	36